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ABSTRACT

Sponsored by the American Library Association, this first edition of a survey on the distribution and bibliographic control of state publications includes the programs of 40 of the 50 states and the Virgin Islands. The survey is a compromise between an informal essay and a completely structured, multiple choice questionnaire, designed to accommodate the variance in programs from state to state. Directory information is followed by descriptions of depository libraries, document distribution procedures, loan policies, dissemination of cataloging data, microforms, state agency depository activities, current checklists and bibliographic guides, programming and budget information, councils and advisory boards, and future plans for the system. The letter of transmittal, instructions, and the survey questionnaire are reproduced in the appendix. (RAA)

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STATE PUBLICATIONS

Depository Distribution and Bibliographical Programs

Compiled by
MARGARET T. LANE

for the

STATE AND LOCAL DOCUMENTS TASK FORCE
Government Documents Round Table
American Library Association

Issued by the
Texas State Publications Clearinghouse
Texas State Library

DOCUMENTS MONOGRAPH SERIES, No. 2

February 1980
Second Printing - September 1980

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR009063

TEXAS STATE LIBRARY CATALOGING IN PUBLICATION DATA

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INTRODUCTION

This is the first edition of a survey on the distribution and bibliographical control of state publications. The request for the survey reports was prepared and distributed during 1979 by a committee of the State and Local Documents Task Force of the Government Publications Round Table. The letter of transmittal, instructions, and survey format are reproduced in the appendix.

Because not all states have depository programs, and because existing programs vary from state to state, the request was that each state supply whatever information best described the local situation. The survey is a compromise between an informal essay and a completely structured, multiple choice questionnaire. The suggested categories, which almost all the respondents followed, will permit some comparisons; however, it was not the intent of the committee to compile the answers or create statistical tables.

The detailed responses contributed for some states are evidence of the pride those states have in their program. Other states, which contributed brief, factual reports, are perhaps indicating, as one librarian wrote, that they have more librarians than typists in their documents divisions.

All responses received through November 10, 1979 are included. The committee hopes that those states for which no contribution was received this time can be represented if a second edition is prepared. In a field that is changing as rapidly as this one, with new legislation for depository libraries, new procedures for issuing checklists, new microfilming projects, and new publications, state documents librarians need to share their experiences, their problems and their hopes for the future.

This survey has been a truly cooperative undertaking. The mailing of the requests to the individual states was handled on a regional basis by the members of the committee. The states assigned to each committee member are listed on the following page. In each state the report was thoughtfully prepared by a knowledgeable librarian and carefully typed for reproduction. A friend of state documents librarians, Marjorie B. Morgan, formerly at the Louisiana State Library, helped with editorial chores, as did Sandra Peterson, a committee member. Dale Propp and Bob Walton, Texas State Library, are due all the credit, and the sincere thanks of the committee, for the publication of this compilation.

The committee hopes that this sharing of information will result in more effective programs for making state publications available to everyone.

Margaret T. Lane, Chairman
Committee to Contact the States
S&LDTF, GODORT, ALA

Baton Rouge, Louisiana
November 12, 1979

ALA GODORT STATE AND LOCAL DOCUMENTS TASK FORCE
COMMITTEE TO CONTACT THE STATES

This "Committee of Eight" makes contact with the individual states from time to time on questions relating to state and local documents. The states are assigned to the committee members as indicated.

Margaret T. Lane, state documents librarian, P. O. Box 3335, Baton Rouge, LA 70821 (Chairman)

- ✓LOUISIANA
- ✓VIRGIN ISLANDS

Ruth D. Hartman, Doc. Dept., Library, Central washington State University, Ellensberg, WA 98926

- ✓ALASKA
- ✓CALIFORNIA
- ✓HAWAII
- ✓IDAHO
- ✓MONTANA
- OREGON
- ✓WASHINGTON

Clyde Hordusky, Documents Specialist, State Library of Ohio, 503 East Cooke Road, Columbus, OH 43214

- ✓DELAWARE
- KENTUCKY
- ✓MARYLAND
- MICHIGAN
- ✓NEW JERSEY
- ✓OHIO
- ✓PENNSYLVANIA
- ✓WEST VIRGINIA

Brenda F. S. Olds, Legislative Reference Library, P. O. Box 12488, Capitol Station, Austin, TX 78711

- ARIZONA
- ARKANSAS
- ✓NEW MEXICO
- ✓OKLAHOMA
- ✓TEXAS

Sandy Peterson, Documents Librarian, College of William and Mary, Williamsburg, VA 23185

- ✓ALABAMA
- ✓FLORIDA
- ✓GEORGIA
- ✓MISSISSIPPI
- ✓NORTH CAROLINA
- ✓SOUTH CAROLINA
- ✓TENNESSEE
- ✓VIRGINIA

Karen Smith, Documents Librarian, Law Library, O'Brian Hall, SUNY at Buffalo, Buffalo, NY 14260

- ✓CONNECTICUT
- ✓MAINE
- ✓MASSACHUSETTS
- ✓NEW HAMPSHIRE
- ✓NEW YORK
- ✓RHODE ISLAND
- ✓VERMONT

Edith Sonntag, Ref.-Soc. Serv. Libn., Indiana-Purdue U. Libs., 420 Blake St., Indianapolis, IN 46202

- ILLINOIS
- ✓INDIANA
- ✓IOWA
- ✓KANSAS
- MINNESOTA
- ✓MISSOURI
- ✓NEBRASKA
- ✓WISCONSIN

Sandra Faull, State Docs., Depository Clearinghouse, New Mexico State Library, P. O. Box 1629, Santa Fe, NM 87503

- ✓COLORADO
- ✓NEVADA
- NORTH DAKOTA
- SOUTH DAKOTA
- ✓UTAH
- WYOMING

Robert D. Woolley, State Docs. Libn., Merrill Library, UMC30, Utah State University, Logan, UT 84322

At Large

✓= rec'd

ALABAMA

STATE PUBLICATIONS
DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY

Alabama Department of Archives and History
State Documents Division
624 Washington Avenue
Montgomery, Alabama 36130
Milo B. Howard, Jr., Director, Department of Archives and History
Eugenia P. Rankin, State Documents Librarian

LEGAL AUTHORITY

The powers, functions and duties of the director include administering the state official archives; preparing the Alabama Official and Statistical Register [blue book]; diffusing knowledge in reference to the history and resources of the state; administering the state's historical library and collecting and administering historical portraits and museums; collecting, organizing and preserving noncurrent county records for historical purposes, editing the Alabama Historical Quarterly and other historical publications, distributing state official reports [state documents]. Title 41-6-8, 1975 Code of Alabama; Code 1907, Sec. 799; Code 1923, Sec. 1405; Acts 1939, No. 435, p. 582; Code 1940, T. 55, Sec. 262. "Provision of official publications, etc., of commissions, bureaus, boards, etc., to department; disposition of same by department.

"In addition to the number of copies of any report or other official publication of any executive office, department, commission, bureau, board and state institution now or which may hereafter be authorized by law, except the reports of the supreme court, the court of civil appeals, the court of criminal appeals and the acts and journals of the legislature, the state printer or other person printing such report or document shall print 250 additional copies for the use of the department of archives and history, to be held for free distribution and exchange with state libraries, public libraries, institutions and individuals in Alabama and elsewhere." Title 41-6-12; Acts 1915, No. 679, p. 738; Code 1923, Sec. 1408; Code 1940, T. 55, Sec. 265.

PLACE IN STATE AND PARENT ORGANIZATION

Alabama Department of Archives and History
State Documents Division (formerly a part of the state's historical library)

STAFF

Eugenia P. Rankin, State Documents Librarian (professional)
Fran Flowers, Cataloger (professional)
Alice McGehee Owsley, Library Assistant (para-professional)

ALABAMA

POWERS AND DUTIES

For information on the programs at the state level for depositories, checklist preparation, cataloging, micro-reproduction, etc., see subject headings.

DEPOSITORY LIBRARIES

A comprehensive survey was made last year by the Ad Hoc Committee on Depositories for State Documents of the Government Documents Round Table of the Alabama Library Association, chaired by the Director of the Department of Archives and History, preliminary to holding a Workshop on State Documents and Depositories at Archives and History on November 10, 1978. The survey was sent to every public, college and university library and to other key libraries throughout the state. Close to a 100% response was received from those libraries which might qualify as complete or selective depositories. The results give a graphic picture of the present collections of state documents in Alabama: staff devoted to handling documents, size of collection, interest in becoming a depository for state documents, subject areas of interest, shelving, classification, cataloging, subject headings used, microform equipment available, access to a SOLINET terminal, etc. On the basis of this study and input from the statewide workshop, an Advisory Committee on Depositories composed of librarians and state government agency representatives will be appointed to work out the details of a depository system, including a depository contract between the depository libraries and the Alabama Department of Archives and History. The most definitive collection of state documents is in the Department of Archives and History, followed by the University of Alabama and Auburn University.*

DOCUMENTS DISTRIBUTED

Until depositories are set up, state documents are distributed primarily by the issuing agencies. When the Department of Archives and and History receives multiple copies, they are distributed on request.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

When multiple copies of publications are received from state government agencies, they are sent on request. Publications issued by the Alabama Department of Archives and History are sent to the Library of Congress and the Center for Research Libraries and to out-of-State libraries as long as the limited supply lasts, such as the Alabama Official and Statistical Register, Alabama Historical Quarterly and Checklists.

DISSEMINATION OF CATALOGING DATA

This Department plans to input state documents into SOLINET/OCLC as soon as we can get a SOLINET terminal. Funding has been requested in our 1979-80 budget effective October 1, if approved by the legislature. A unique classification scheme for Alabama state government documents has been devised by our cataloger and will be put into operation soon. The classification scheme, with cross references, will come close to being a state agency authority file.

*These three libraries and the Alabama Supreme Court and State Law Library listed collections of over 20,000 documents.

ALABAMA

MICROFORMS

A beginning has been made to put state documents on microfiche, using 4x6 fiche in format of 60 frames made by a planetary 16 mm camera and placed in jackets. This method is used for bound materials which cannot be flattened sufficiently to use the step and repeat camera with 98 frame format. The following state publications have been put on fiche by this Department: Alabama Historical Quarterly 1930-1975; Alabama Official and Statistical Register 1903-1975, and the Merit System of Alabama Annual Reports (Personnel Department) 1941-1978. Alabama state documents available commercially include Session Laws from 1818 to the present, Journals of the Senate 1819-1870, Journals of the House 1819-1899, Alabama Reports 1820 to current, Attorney General's Biennial and Quarterly Reports 1882 to current, and Constitutional Conventions.

Out-of-print state documents will be put on microfiche for security, preservation and availability as fast as possible.

When depositories are established, current state documents may be furnished in fiche if hard copies are not available in sufficient quantity. None are published in microformat.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Title 4--6-12 of the 1975 Code of Alabama reads:

"Provision of official publications, etc. of commissions, bureaus, boards, etc., to department; disposition of same by department.

"In addition to the number of copies of any report or other official publications of any executive office, department, commission, bureau, board and state institution now or which may hereafter be authorized by law, except the reports of the supreme court, the court of civil appeals, the court of criminal appeals and the acts and journals of the legislature, the state printer or other person printing such report or document shall print 250 additional copies for the use of the departmentof archives and history, to be held for free distribution and exchange with state libraries, public libraries, institutions and individuals in Alabama and elsewhere. (Acts 1915, No. 679, p. 73 ; Code 1923, Section 1408; Code 1940, T. 55, Section 265.)

Most state agencies do not have a publications record officer. In several of the largest state agencies, such as the Department of Education and the Alabama Development Office, an individual has been delegated to collect and send all agency publications to Archives and History. Usually we have to contact each division and subdivision and make certain that we are on all distribution lists. Some agencies publish lists or bibliographies of their publications but most of them do not. At the present time, none supply mailing lists.

CURRENT CHECKLIST

*Only one checklist has been prepared to date--Checklist of Alabama State Publications, 1973, published in 1977. The 1974 Checklist is in preparation. As soon as a SOLINET terminal is obtained, getting out checklists on a current basis will be facilitated. Checklists are

*Retrospective bibliographies list some state documents from 1818-1908.

arranged alphabetically by the keyword of each state agency. Divisions are listed under each department, and publications are listed by title under the issuing divisions, giving imprint and collation. The first Checklist was printed. When depositories are established and a SOLINET terminal is obtained, current checklists will probably be processed on 8-1/2 x 11" sheets.

PUBLICATIONS OTHER THAN THE CHECKLIST

None.

BUDGET

Other than the salaries of staff, consisting of the State Documents Librarian, Cataloger, and Library Assistant (who handles serials), there is no set budget for the State Documents Division. During the current year, we plan to purchase four ranges of library shelving, consisting of 36 double-faced self-standing sections, which will accommodate approximately 432 shelves, to house the core collection of state documents, which will be shifted from the Department's Historical State Library to the State Documents Division. The departmental budget provides some funds for binding, but more is needed. A SOLINET terminal has been included in the 1979-80 budget request.

OUTSTANDING FEATURES

Our state documents program is grounded in one of the most comprehensive collections of state documents--past and present--that I have encountered. The State Documents Librarian was appointed in April 1975 to serve as chairperson of its Ad Hoc Committee on State Documents, which led to the formation of Alabama GODORT, and she served as chairperson of the Alabama Government Documents Round Table for its first two years from April 1976 to 1978. On November 10, 1978 a workshop was sponsored jointly by GODORT and the Alabama Department of Archives and History to get as much input as possible from librarians throughout the state and from representatives of state agencies. An advisory committee will be appointed by the Director of the Department of Archives and History, representing a cross-section of those interested in establishing depositories, to work out the details of a depository system. The resulting system should therefore be soundly based and should function to meet the needs of all.

MAJOR PROBLEMS

Lack of adequate funding has been the major obstacle in implementing vital programs, such as the input of state documents into SOLINET and funds for servicing depositories, i.e. for distribution costs, including mailing. More money is also needed for binding and for putting documents on microform.

CURRENT PROJECTS

In addition to providing reference services, our main current projects are the setting up and servicing of depositories for state documents, preparing checklists, cataloging state documents, and inputting Alabama state documents into SOLINET.

ALABAMA

WORKSHOPS

A mini-workshop or statewide consultation is planned to invite all interested catalogers and state documents librarians to critique the new proposed classification scheme for Alabama state documents which has been devised by the cataloger of the State Documents Division of the Department of Archives and History.

COUNCILS OR ADVISORY BOARDS

The Alabama Department of Archives and History is under the control of a Board of Trustees, one from each congressional district. The Governor is also a member of the Board. The Director is elected by the Board of Trustees for a term of office of six years and takes an oath of office as a public official.

There is an Ad Hoc Committee on State Documents and Depositories in the Government Documents Round Table of the Alabama Library Association, of which the Director of Archives and History is Chairman.

The Director of the Department of Archives and History plans to appoint an Advisory Committee on Depositories to be composed of key librarians and representatives from state agencies to work out the details for a depository system, including a contract agreement between the individual libraries and the Alabama Department of Archives and History.

HOPES FOR THE FUTURE

A solid groundwork has been laid and significant progress has been made. The rate of progress in the future will depend on receiving adequate funding to support the vital state documents programs described under specific headings.

Completed by --

Eugenia Patton Rankin
State Documents Librarian
Alabama Department of Archives and History
(205) 832-6510
ACTS number is 8-345-6510 (Alabama Centralized Telecommunications System, a communications network designed specifically for Alabama State Government)

A L A S K A

NAME OF AGENCY

State Publications Distribution Center (SPDC)
Pouch G
Juneau, Alaska 99811 (USA)
(Includes distribution of all publications distributed by:
University Publications Distribution Center (UPDC)
University of Alaska, Fairbanks, Rasmuson Library
College, Alaska 99701 (USA))

LEGAL AUTHORITY

AS 1[illegible].56.090-180 (Ch 2 SLA 1970 and Ch 27 SLA 1979). This statute establishes the State Publications Distribution and Data Access Center and authorizes it to collect and distribute a minimum of 4 copies of Alaska State and municipal publications and -- as authorized by the 1979 session law -- to keep a record for referral purposes of the various data files maintained in State agencies. The Center began operation in 1970.

PLACE IN STATE AND PARENT ORGANIZATION

State of Alaska
Department of Education
Division of State Libraries and Museums
State Publications Distribution (and Data Access) Center
Pouch G
Juneau, Alaska 99811 (USA)

STAFF

Louis R. Coatney, Documents Librarian; (907) 465-2942;
professional; half-time equivalent.
Patricia E. Schaaf, Documents Assistant; (907) 465-2942;
non-professional; full-time.

POWERS AND DUTIES

State publications are collected directly from State printing facilities in Juneau and Anchorage. Purchase orders from the Division of General Services and Supply for private printings of State publications are monitored by the Center so that these titles may be then requested direct from the issuing agencies. A 5-copy depository requirement is included as a part of consultant report contract regulations. After collecting the copies of State publications, the Center sends the monthly depository shipments -- accompanied by a monthly shipping list and a main entry catalog card for each new title -- to the 20 depository libraries. The shipping list gives titles alphabetically under State divisional headings which are under their respective State departmental headings. It is manually typed and photocopied. The cataloging is done on the Washington Library Network bibliographic database according to MARC standards. The Center has no publishing capacity of its own -- in paper copy or in microform.

DEPOSITORY LIBRARIES

There are 8 public, 7 government or research and 5 college libraries which are depositories. They are all full depositories, but some provision for discard is made, except for Alaska regional research libraries. The Alaska Historical Library's depository collection does not circulate. The intent of the depository contract standards and guidelines is to insure permanent

accessibility to significant State publications for public use. The Center cannot afford the space and staff-time requirements of keeping stocks of State publications on hand for selection or general public distribution.

ALASKA DEPOSITORY LIBRARIES

*Alaska Historical Library, Juneau
Alaska Natural Resources Library, Anchorage
Alaska State Library, Juneau
Center for Research Libraries Libraries, Chicago
*University of Alaska Library, Anchorage
Noel Wien Memorial Library, Fairbanks
Kegoayah Kozga Public Library, Nome
Kenai Community Library
Ketchikan Public Library
*Alaska Regional Research Libraries
Kuskokwim Consortium Library, Bethel
Library of Congress, Wash., D.C.
Z.J. Loussac Public Library, Anchorage
National Library of Canada, Ottawa
*Rasmuson Library, University of Alaska, Fairbanks
Seattle Public Library
Sheldon Jackson College Library
University of Alaska, Juneau, Library
University of Washington Library, Seattle
Washington State Library, Olympia

DOCUMENTS DISTRIBUTED

In FY79, the SPDC distributed 1,320 titles for a total of 42,178 pieces. Only in one or two cases and for reasons of confidentiality were any titles not distributed in at least 1 copy. About 75 per cent (est.) of current titles known were distributed in the full 20-copy quantity.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Depository collection exchange arrangements were made with the Washington State Library and the National Library of Canada. The Library of Congress' MONTHLY CHECKLIST OF STATE PUBLICATIONS is the principal bibliographic tool used in selections by out-of-State librarians. Virtually all out-of-State requests come from university or law libraries, and our out-of-State depository libraries are listed in the MONTHLY CHECKLIST for their convenience.

MICROFORMS

Although the State has recently acquired C(omputer) O(utput) on M(icroform), very few State publications are, in fact, in microformat. Any micro form publications are distributed to depositories. Although I am the chairman of the Alaska State Micropublishing Task Force, it is the State Archivist in the Department of Administration who has the official micropublishing responsibility for the State. Unfortunately, Archives and Records has just suffered a crippling budget cutback.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Although a minimum of 4 copies are mentioned in the ALASKA STATUTES, the State Library requests 20 copies for depository distribution. This quantity was endorsed by the Governor's Management and Efficiency Review Recommendation 335. The State agencies are required by statute to provide annual lists of their publications and to designate a departmental publications

liaison officer.

CURRENT CHECKLIST

STATE AND LOCAL PUBLICATIONS RECEIVED initially appears as the depository program's monthly shipping list. An annual version is published, the latest available being 1976. Technical problems delay publication of the 1977 and 1978 editions.

PUBLICATIONS OTHER THAN THE CHECKLIST

It's the law is an informational brochure about the authority and services of the State Publications Distribution Center. It should be revised soon. ALASKA DATA INVENTORY CATALOG is a listing of data files maintained by State agencies. If available at all, State Library publications are so only in very limited quantities at 5.00 each.

BUDGET

The State Publications Distribution Center does not have a separate budget of its own. Resources required by the Center are space, furniture, staff time, supplies and shipment postage. This comes to an annual total of (very) roughly 35,000.00. Also to be considered is the cost to the State agencies of 20 copies of each of their publications.

OUTSTANDING FEATURES OF PROGRAM

The SPDC works through the Alaska State Library's regional coordinators in Anchorage and Fairbanks in assisting Alaska depository libraries with the organization of their depository collections. The Office of the Governor and the Alaska Legislature show increasing interest in the expansion of SPDC coverage and service (thanks to the publications glut suffered by our legislators), to growing economic and social planning needs and to a general enthusiasm throughout Alaska about library services and programs.

The members of the State Publications Conference at the University of Iowa in September 1979 registered amazement at my statement that the SPDC encloses a shipping list and set of depository materials' catalog cards with each monthly depository shipment of Alaska State publications. I was surprised and now assume that this is an outstanding feature of our SPDC program.

MAJOR PROBLEMS OF PROGRAM

Quantity of materials vs. staffing; time-lag of catalog card distribution; lack of DDC classification on depository catalog cards cards for small public libraries; geographical distances between centers of State publication production sources; lack of understanding among State agencies about importance, services and cost-effectiveness of depository program; lack of travel funds to visit out-of-town depository libraries and State agency offices. As yet, budget cuts also preclude the expansion of the Center into Data Access Center activities.

CURRENT PROJECTS BEING EMPHASIZED

With budget cutbacks, our one real emphasis is on keeping pace with the ever-increasing growth of State publications stimulated

by energy-related economic growth. There is a general Legislature-motivated push for greater selective accessibility to State information and publications. A list of basic publications is being composed to meet growing public interest. Abstracts for State publications similar to NTIS abstract format, are being introduced by the Office of the Governor's Division of Policy Development and Planning with my discreet counsel and encouragement.

Also through DPDP support and initiative, the Office of the Governor will soon be using the amalgamated annual report format for executive agencies which has long been used by Washington State.

WORKSHOPS, SPECIAL PROGRAMS

I gave a workshop about the depository program last March at the AkLA Conference in Anchorage. It had a two-part format: the first hour was devoted to the development of the depository program, and the second to problems and ideas. The major problems discussed were the distribution lag of the main entry catalog cards for depository materials and the impact of the depository program's high retention standards on the restricted shelfspace of Alaska public libraries.

COUNCILS OR ADVISORY BOARDS

There is no advisory board, there is a scarcity of documents librarians in the State and Alaska already has many councils and commissions. Our Alaska depository librarians act as a de facto board with great enthusiasm.

As far as general librarian interest in documents in Alaska, there is the unofficial Documents Interest Group -- DIG -- of which I am the perennial, unofficial and acting chairman. We had one meeting three years ago.

HOPES FOR THE FUTURE

I will be pushing for greater support for micropublishing, for greater publicity of the availability and usefulness of State publications through the depository program, for standardized bibliographic format for State publications, for on-line keyword indexing of State publications and for cataloging in publication. (Already, an intermediate step toward this latter goal is being made through DPDP's urgings that a facsimile of the State abstract form be printed on the inside of the front cover of State publications.)

Continuing progress shall depend upon maintaining the understanding of, interest in and support for cost-effective documents publication, distribution and retrieval concepts -- such as exemplified by our depository library program -- among departmental publications and public information officers, economy-minded administrators and forward-thinking planners and researchers in Alaska State government.

Alaska is still a small State, governmentally, and is growth-oriented in terms of administrative efficiency as well as commerce and population.

Completed and typed by:

LOUIS R. COATNEY
Documents Librarian
Alaska State Library
Pouch G
Juneau, Alaska 99811 (USA)

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CALIFORNIA

NAME OF AGENCY

Government Publications Section (GPS), California State Library.
Office of State Printing (distribution)

LEGAL AUTHORITY

Government Code sections 14900-14912. Enacted 1945. Provides that
1. all documents exclusive of those of the University of California which are not internal, administrative, or classified and which are produced by means other than carbon paper shall be distributed to designated depository libraries;
2. the State Printer shall distribute to all depository libraries copies of publications he prints;
3. issuing agencies will distribute to complete depositories copies of their publications not printed by the State Printer;
4. public and academic libraries on the recommendation of the State Librarian may contract with the Department of General Services to be depositories.

PLACE IN STATE AND PARENT ORGANIZATION

California State Library (administratively a division of the Department of Education), State Library Services, Government Publications Section.

STAFF (Five FTE. Telephone (916) 322-4572)

Name	Title	Prof.	Non-prof.
Richard Nicoles	Senior Librarian	x	
Leon Robinson	Librarian	x	
Jac Shattuck	Office Services Supervisor I		x
Steev Schmidt	Office Assistant II (Typing)		x
Beverly Pettyjohn	Office Assistant II (Typing)		x

POWERS AND DUTIES

Government Publications Section
1. Receives and catalogs state publications for the State Library collection and for the checklist.
2. Edits the checklist and maintains the mailing list.
3. Supervises depository libraries.

Office of State Printing
1. Distributes printed publications.

DEPOSITORY LIBRARIES

Type of Library	Complete	Selective	Total
Four-year academic	8	28	36
Public	6	73	79
Law (incl. county law libraries, law school libraries, court libraries)	-	31	31
TOTAL	14	132	146

Depository library regulations are set down in policies published by GPS and in the terms of the depository contract. They specify that the library must provide adequate staff and space to house the

DEPOSITORY LIBRARIES (Continued)

collection and allow public access. Retention regulations specify that complete depositories must keep permanently one copy of all except superseded items; Selectives must keep for at least five years one copy of every title falling into the following categories: annual/biennial reports of an agency's activities, statistical compilations, state budget, periodicals, final legislative histories.

DOCUMENTS DISTRIBUTED

Over 900 titles were listed in the checklist in 1978. Most of these were distributed to depositories or were available to them on request.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Government Publications Section sends copies of each publication printed by the State Printer to thirty-five exchange libraries in other states, Library of Congress, Center for Research Libraries, and Council of State Governments. Exchanges are not considered depositories and have no contractual agreement with the State of California beyond sending their own publications in return. Requests for publications are sent to the issuing agency.

DISSEMINATION OF CATALOGING DATA

Full MARC level cataloging for California documents is entered into RLIN (BALLOTS) at Stanford University. Inputting is not centralized; several other libraries also contribute document cataloging to RLIN. An agency authority file is being gradually developed and is not available. Government Publications Section developed a classification scheme around 1950. It was last published in 1960 and copies are no longer available. The 1960 publication may be borrowed from Government Publications Section.

MICROFORMS

None.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

The law requires agencies to reproduce 100 copies of each publication for depository requirements. These are distributed to complete depositories automatically. The remainder must be made available first to selective depositories and then to other libraries on request. The State Administrative Manual directs each department to appoint a publications representative to review all publications for inclusion in the depository program and to serve as liaison with Government Publications Section. Some agencies issue price lists of their publications.

CURRENT CHECKLIST

Title: California State Publications
Dates: 1945 -
Frequency: Monthly, annual cumulation
ISSN: 0008-1574
Price: Free to libraries
Agency: Government Publications Section

CURRENT CHECKLIST (Continued)

March 1979 issue: 43 titles.
Arrangement: Alphanumerically by State Library classification number.
Special features: Full name, subject, title index.
Annual cumulation.
Full MARC/LC cataloging standards.
Production: Camera-ready master machine produced from RLIN data.
Shipping list: None.

PUBLICATIONS OTHER THAN CHECKLIST

None.

MAJOR PROBLEMS OF THE PROGRAM

Aside from chronic understaffing and resulting backlogs, the chief problem is the lack of a central clearing house charged with preparing checklist, distributing publications, processing claims, and monitoring depositories. Because distribution is handled variously by the State Printer and the issuing agencies, Government Publications Section cannot provide shipping lists or key the checklist to shipments. Claims procedures are awkward and time-consuming.

WORKSHOPS, SPECIAL PROGRAMS

None, although representatives of Government Publications Section have participated in programs sponsored by California Library Association or by individual libraries or regional systems.

COUNCILS OR ADVISORY BOARDS

None.

HOPES FOR THE FUTURE

1. Development of a centralized clearinghouse to improve service to depositories. Such a clearinghouse would probably mean a new or vastly expanded office since distribution could not be assumed by the State Library in its present quarters and with its current staff.
2. Improved staffing for Government Publications Section in order to reduce cataloging backlogs and pursue acquisition.
3. Improvements in the timeliness and comprehensiveness of the checklist. Improvements also in typography for greater legibility.
4. Greater rapport with executive agencies and Legislature in order to improve acquisition of documents; expansion of the publications representative program.

OUTSTANDING FEATURES OF THE PROGRAM

The program supports a very large number of depositories which bring access to documents to virtually everyone in the state. Even individuals in isolated areas have access through branches of systems. Selective depositories have extremely wide latitude in keeping or discarding materials shipped to them, a feature which allows even very small libraries to maintain a basic state documents collection.

OUTSTANDING FEATURES OF THE PROGRAM (Continued)

The complete depositories, on the other hand, must keep comprehensive permanent collections so that sophisticated collections also blanket the state. Some of these large libraries function as resource centers for systems so that their materials are readily available to everyone within the region.

Completed by—
Richard Nicoles
Senior Librarian
Government Publications Section
California State Library
P.O. Box 2037
Sacramento, CA 95809
Telephone number: (916) 322-4572
May 23, 1979

COLORADO
STATE PUBLICATIONS
DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY

Colorado State Library
1362 Lincoln Street
Denver, CO 80203

LEGAL AUTHORITY

There is no depository statute at present. The Colorado Index Project (COIN) is an LSCA Title I contract awarded to Information Management Specialists, Denver, Colorado.

PLACE IN STATE AND PARENT ORGANIZATION

Colorado State Library
Library Services to State Agencies
Colorado Index Project (COIN)

STAFF

Project Director (.5 FTE), Robert Shaklee	(303) 839-2171
Cataloging Librarian (.5 FTE), Jeanne Raudenbush	(303) 839-2171
Acquisitions Librarian (.5 FTE), Diane Trumbo	(303) 839-2171
Clerk-Typist (.5 FTE), Kim Caldwell	(303) 839-2171

POWERS AND DUTIES

A memorandum to Department Directors from Governor Richard D. Lamm, November 8, 1976, announced that the "Colorado State Library has instituted a program, the Colorado Index Project, to collect, list, and index publications of the various state agencies..." and asked that "... two copies of all appropriate publications" be sent to the Colorado State Library.

The State Board of Education awarded the LSCA Grant to the Project.

DEPOSITORY LIBRARIES

There are no officially designated depository libraries at present. H.B. 1261, "Concerning a state publications and distribution center, and making an appropriation therefor" was introduced in the First Regular Session of the Fifty-second General Assembly in 1979, but failed to pass.

DOCUMENTS DISTRIBUTED

Issues of COIN: Indexed Checklist to Colorado State Publications are distributed to 120 public libraries, 30 college and university libraries, 12 school districts or boards of cooperative services, 150 state agencies, 20 special libraries and the U.S. Senators and Representatives from Colorado. There are 60 paid subscriptions.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

There is no exchange program at present. Out-of-state libraries may request individual titles from the Colorado State Library through interlibrary loan procedures.

DISSEMINATION OF CATALOGING DATA

Cataloging data is not included in any nationally available data base. There is a state agency authority file which is published in the issues of COIN. The classification scheme is also available in the COIN issues.

MICROFORMS

A majority of the approximately 5,000 state documents indexed is available inmicrofiche format. Fiche duplicates are available at cost.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

The Governor's memorandum requested each agency to provide two copies of their publications to the State Library; one to five copies are furnished. Some agencies have designated a publications record officer, many have not.

CURRENT CHECKLIST

COIN: Indexed Checklist to Colorado State Publications is issued quarterly with annual cumulations (vol. 1, No. 4 1977 and vol. 2, No. 4, 1978), Vol. 3, No. 4, 1979, should be available in the Fall of 1979. COIN has four sections: I, Publications Checklist (by classification numbers), II, Subject Index (KWOC index with enrichment terms), III, Author Index (individuals and corporate bodies), IV, State Agency Index (alphabetical, with cross-references). Subscriptions to COIN are available from the COIN Project, Colorado State Library, for $15.00 paper copy or $4.00 microfiche.

There is no separate shipping list.

PUBLICATIONS OTHER THAN THE CHECKLIST

The Colorado State Library Newsletter carries a "COIN Spotlights" feature which describes a single document in detail.

BUDGET

The budget for COIN averages $40,000 per volume (year).

OUTSTANDING FEATURES OF PROGRAM

COIN's special strength is the KWOC index with enrichment terms which aids the identification of the contents of state publications.

MAJOR PROBLEMS OF PROGRAM

Major problems faced by the COIN staff relate to acquisitions of publications. Literally hundreds of personal contacts have been made with state agency personnel to ensure the receipt of state documents.

CURRENT PROJECTS BEING EMPHASIZED

Current efforts relate to the need for a depository and distribution law which will provide for the establishment of depository libraries.

WORKSHOPS, SPECIAL PROGRAMS

Workshops in the use of COIN were presented in each of the seven regional library service systems in Colorado. Special presentations were made at the Annual Convention of the Colorado Library Association, at an Interlibrary Loan Workshop, and at a seminar on government libraries in the Capitol area of Denver, Colorado.

COUNCILS OR ADVISORY BOARDS

An advisory group developed policy recommendations for the COIN project. Another advisory group developed the draft for the state publications and depository distribution center bill introduced in 1979.

HOPES FOR THE FUTURE

To gain passage of a state publications depository and distribution center law which will provide for the placement and use of state documents in key libraries throughout Colorado.

Completed by:
Judith A. Houk
Supervisor, Library Services to State Agencies
Colorado State Library
1362 Lincoln Street
Denver, CO 80203
(303) 839-2171
9-7-79

CONNECTICUT

NAME OF AGENCY

Connecticut State Library, 231 Captiol Ave., Hartford, Conn., 06115. Government Documents Unit is responsible for documents distribution and checklist. Cataloging Unit is responsible for cataloging. Acquisitions Unit is responsible for obtaining publications.

LEGAL AUTHORITY

11 Conn. Gen. Stat. 11-9b, 9c, 9d (1979)
P.A. 77-561 enacted 1977
Program began March, 1978.
Law requires agencies to deposit copies of publications with the State Library; requires State Library to organize and operate a depository system; requires State Library to issue a monthly list of state documents; defines "state agency"; "publication".

PLACE IN STATE AND PARENT ORGANIZATION

State Library, Division of Reader Services, Government Documents Unit.

STAFF

Professional: Theodore Wohlsen, Jr., Unit Head, Government Documents Unit; Betsy Berry, State Documents Librarian.
Paraprofessional: Nancy Blount
Telephone: 203-566-4971

POWERS AND DUTIES

The State Library is responsible for acquiring, processing and servicing all Connecticut state documents; for distributing copies to depository libraries; for preparing and issuing a monthly, indexed checklist with full cataloging and ordering information.

CONNECTICUT

DEPOSITORY LIBRARIES

The 14 depository libraries include Library of Congress, Center for Research Libraries, and 12 libraries in Connecticut (3 college, 1 community college and 8 public libraries).

The Criteria for Depository Libraries as approved by the State Librarian and Board include guidelines for hours, location, staff and accessibility for depositories. There are no regulations.

A core collection of about 120 serials and 30-50 monographs annually is sent automatically to all depository libraries. In addition, depositories may select from an item list of state agencies classified by subject. Each agency or major division of an agency is assigned an item number. There are 66 items. Depositories choose as many or as few items as they wish. Changes can be made at any time. Six of the libraries are virtually full depositories, two receive little beyond the core collection and six receive from 25-60% of the material offered.

DOCUMENTS DISTRIBUTED

(Documents distribution began in Sept., 1978)
September 1978 - April 1979 (7 months)
Number of pieces distributed: 8,726
Number of titles distributed: 668

Very little distribution to non-depository libraries except through gifts and exchange program. A few extra copies of some publications are available from the State Library. Generally, documents are only available from the issuing agency.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Eighteen titles are distributed. As many as we can get are sent on a priority basis. All publications are sent to LC and Center for Research Libraries. Out-of-state libraries request/offer either a gift or exchange directed to Acquisitions Unit, Gift & Exchange Section, Conn. State Library, 231 Capitol Ave., Hartford, CT 06115.

CONNECTICUT

DISSEMINATION OF CATALOGING DATA

Cataloging data for Connecticut documents is included in OCLC's data base. The State Library is officially responsible for inputting into the data base. The State Library does have an authority file but it is not published. The State Library also has an official classification schedule. It also is not published, but numbers for individual items are entered into OCLC and appear in the Checklist of Publications of Connecticut State Agencies.

MICROFORMS

A few State Board of Education publications are available on microfiche. There is no microform program for supplying microform of other publications to depositories.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies furnish 17 copies of each publication to the State Library (2 for the State Library, 2 for LC, one each for the other 13 depositories). Each agency or major branch of an agency has an appointed publications record officer. Lists of publications are required by the State Library, but in fact, very few agencies compile such lists. Mailing lists are not supplied.

CURRENT CHECKLIST

Checklist of Publications of Connecticut State Agencies (1964+), monthly, free. Issued by Connecticut State Library, Governments Documents Unit.
Latest number issued is 107 with 19 titles included. Arrangement is alphabetical by main entry. Includes complete cataloging with CSL and DDC classification numbers, information on availability (price, source, address) and is fully indexed monthly, semi-annually and annually. Produced by offset, in-house printing from typed copy.
There is a separate shipping list sent with depository shipments. Shipping lists are organized by item number and include main entry, title and CSL classification number. They are produced by photocopying.

CONNECTICUT

PUBLICATIONS OTHER THAN THE CHECKLIST

No regular publications.
Articles about the program appeared in:
Connecticut Libraries (Conn. Library Assn.) v. 40, no. 1 Sept. 1978
Bulletin (Special Libraries Assn. Connecticut Valley Chapter) v. 21, no. 1, winter, 1979.

BUDGET

FY 1978-1979
Total: $35,500 (Personal Services: $32,800; Equipment: $1,700; Other: $1,000)

OUTSTANDING FEATURES OF PROGRAM

1. Fulfillment of ALA Guidelines for Minimum State Servicing of State Documents, except part of #6 (see above).
2. Timely distribution of documents to depositories.
3. Format of the Checklist of Publications of Conn. State Agencies.
4. Flexible program for depsitories (both small and large libraries can be depositories).

MAJOR PROBLEMS OF PROGRAM

1. Delay in distribution of Checklist (due to backlog in cataloging and delays in typing & printing).
2. Easy, economical method of producing shipping lists.
3. Obtaining copies of "limited printing" and "limited distribution" documents.

CURRENT PROJECTS BEING EMPHASIZED

1. Serials list - complete list of Connecticut serials and how to get copies of them.
2. Updating of Connecticut Statistical Sources.

WORKSHOPS, SPECIAL PROGRAMS

In the past year, two programs were given to prospective and appointed depository librarians, one to a regional group of librarians and one to special librarians. Topics covered included description of the depository program, acquisition and use of state documents.

CONNECTICUT

COUNCILS OR ADVISORY BOARDS

The Advisory Committee on the State Documents System, composed of documents librarians and state agency personnel, was established to aid the State Library in creating the depository system. This body was instrumental in writing the Criteria for Depository Libraries and providing a working definition of a state publication.

HOPES FOR THE FUTURE

1. Produce a statistical abstract for Connecticut.
2. Publish bibliographies.
3. Microfilming of older, rare material.
4. Microfilming of current material for distribution.
5. Publish an authority file.
6. Index and cumulate the Checklist.

Completed by
Betsy Berry
State Documents Librarian
Connecticut State Library
231 Capitol Ave.
Hartford, Conn. 06115
May 7, 1979

DELAWARE

NAME OF AGENCY

Bureau of Archives & Records
Hall of Records
Dover, DE 19901

LEGAL AUTHORITY

57 D.L. c.608 §§ 1B, 1E, 1F
Del. Code, Title 29, Sect. 507,
Executive Orders 38 and 39.

PLACE IN STATE AND PARENT ORGANIZATION

Department of State
Division of Historical & Cultural Affairs
Bureau of Archives & Records

STAFF

Joanne A. Mattern, Archivist (1/2) (302)678-5314
Gail Tribbitt, Document Accession (3/4)

POWERS AND DUTIES

State publications are sent to the Archives; the Archives produces microfiche for library use and issues a quarterly checklist.

DEPOSITORY LIBRARIES

We house & maintain the only definitive official collection. All public libraries receive microfiche of the listing quarterly.

DOCUMENTS DISTRIBUTED

We send our quarterly checklist of publications to some 580 individuals & institutions of all types within & without the state. A copy of the checklist only is sent to the Division of Libraries. We supply 30 copies of the checklist to the Delaware State Library for distribution on fiche. The State Library then distributes complete microfiche sets to certain libraries throughout the State.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

At the time we create the checklist, Delaware Documentation we also create a micropublication of all items appearing on the checklist. The fiche coordinates for each entry are noted and we can supply any number of copies of any item, upon request.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION(cont.)

The checklist is published in hard copy for those appearing on the mailing list. The list is also included, at the beginning of the fiche publication. For the year 1978 there were approximately 3000 publications that are now available on microfiche upon request. Anyone may request any item appearing on any checklist simply by sending us a request including the information contained in the original entry as it appears in Delaware Documation, and citing the issue in which the item is noted.

DISSEMINATION OF CATALOGING DATA

The University of Delaware has agreed to do our cataloging of the items appearing on Delaware Documentation no work has been done yet.

MICROFORMS

Our checklist Delaware Documentation and the entire series of publications appearing on the list are available on microfiche and are distributed as such.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies are mandated to supply 2 copies of the best edition. Responsibility for the document control usually ends up in the hands of one of the departmental secretaries. Agencies do not supply us with mailing lists. Each agency must submit a monthly printing log.

CURRENT CHECKLIST

Delaware Documentation began in 1977 including publications back to 1974. Our most recent issue, No. 8, now going to press, includes January thru March, 1979. Checklist is created in hard copy, and then fiched. Items on list arranged in alphabetical order within their record group sequence. Hard copy checklists are mailed to those on the Delaware Documentation mailing list.

PUBLICATIONS OTHER THAN THE CHECKLIST

Not applicable.

DELAWARE

BUDGET

Impossible to abstract from overall Bureau figures as this project very small part of our operations.

OUTSTANDING FEATURES OF PROGRAM

We feel that our program certainly meets and even exceeds the ALA guidelines. We feel that one of our program's greatest strengths, if not the greatest is that the program is handled by the archival agency rather than by the state library. State publications are the most evident form of documentation found in government therefore their security maintenance should be of prominent interest. Since an archival institution is totally committed to documenting government it seems the most logical placement for the documents program.

MAJOR PROBLEMS OF PROGRAM

Lack of compliance from several agencies by failure to establish person responsible for document control.

CURRENT PROJECTS BEING EMPHASIZED

WORKSHOPS, SPECIAL PROGRAMS

Have had one workshop dealing with the entire program, explaining how it should work, problems that may arise and ways to get help. Held at our centrally located State House in Dover, the State Capitol.

COUNCILS OR ADVISORY BOARDS

No councils, etc.

HOPES FOR THE FUTURE

We hope that the libraries will take advantage of the program, but there has been little response to date.

FLORIDA

NAME OF AGENCY
State Library of Florida
R. A. Gray Building
Tallahassee, Florida 32301

LEGAL AUTHORITY
257.05 Florida Statutes
67-223 Laws of Florida 1967

PLACE IN STATE AND PARENT ORGANIZATION
Florida Department of State - Division of Library Services - Bureau of Library Services - Documents Section.

STAFF
Patty Paul, Documents Librarian 487-2651 - Professional, half time to state documents
Dorothy Williams, Documents Assistant 487-2651 - Non-professional, full-time.
Susan Maryland, Student Assistant 487-2651 - Non-professional, half time.

DEPOSITORY LIBRARIES
12 College
11 Public
1 State

All are full depositories.

DOCUMENTS DISTRIBUTED
1978 - 6,916 titles
153,852 pieces

MICROFORMS
None

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS
35 copies for full distribution
25 copies if a limited printing
2 copies if extremely limited

CURRENT CHECKLIST
Florida Public Documents - monthly, cumulates annually
State Library of Florida
March, 1979 -283 titles

Completed by:
Patty Paul, Documents Librarian
State Library of Florida
R. A. Gray Building
Tallahassee, Florida 32301
(904) 487-2651
April 24, 1979

FLORIDA

The Florida Public Documents Depository Program was established in 1967 by the Florida Legislature (Chapter 257.05, Florida Statutes). The idea for a state depository library program was initiated by the Florida Library Association because of the pressing need felt by the state university libraries and the larger public libraries for the information contained in state documents. A committee drafted and presented the depository program to the 1967 Legislature.

Selection of the libraries which were to be state depositories was based first on location and population served, since the primary emphasis was to be in making the state's documents available to the citizens of the state. Other criteria were size, space and professional staff available. All state universities and one junior college, Miami-Dade Junior College, met these criteria and all future state universities will become state depositories (the University of North Florida and Florida International University were both added two years before they officially opened).

All state universities and any public library system with a book collection larger than 250,000 volumes that have been designated as depository libraries may receive two copies of each document available for deposit. In addition to the requirements contained in the depository law relating to public access, those libraries receiving two copies are obliged to make the second copy available for interlibrary loan. Although not every citizen has a depository library in his own town, he does have the means whereby he may have any public documents sent to his own library for his use.

The Division of Library Services distributes approximately two hundred titles each month to the twenty-three depository libraries

in Florida. In addition, almost one hundred titles, of which less than five hundred copies were printed, are added to our own permanent collection.

Cooperation from the agencies has improved since the beginning of the program. Through a continual effort on the part of staff members, more agencies are finding out about the program and voluntarily beginning to use it for distribution of their documents.

All depository libraries are required to keep state documents for five years (there are few exceptions: annual reports are retained permanently, news releases are kept only as long as they are timely).

At the end of each month, we publish Florida Public Documents, a checklist of all the documents distributed during that month. This list is cumulated annually and is sent to most public and university libraries in Florida, major public and university libraries outside of Florida and also most state libraries.

FLORIDA

TO: All Depository Libraries

FROM: Florida State Library

RE: Maintenance and disposition of documents

Your library is an official depository for Florida state agency publications, and, as such, is obligated to make these publications available to citizens of Florida, particularly to those in your area, on terms consistent with your established rules pertaining to the use of your resources.

State documents sent to you under the depository program may be maintained in a separate collection or they may be integrated, in whole or in part, with your present collection. They may be treated as periodicals, as vertical file materials, books to be classified and cataloged, or in any manner suggested by format and content, as long as they are accessible. The documents lists mailed to depositories and other libraries in the state are intended mainly for identification rather than a detailed cataloging of each item. The agency headings are taken, for the most part, from Allen Morris' Florida Handbook and are not necessarily the form a library would chose in cataloging the documents. Catalog cards may be ordered from the Library of Congress for many of the publications.

Depository libraries are required to retain for a period of five (5) years all documents received under depository distribution with some exceptions. The following may be discarded without permission from the State Library:

1. Any publication upon receipt of a revised edition, even though there may be a difference in the series number or format. This permission does not cover annual and biennial reports, statistical reports, or other publications covering a specific period of time. All such publications must be retained.
2. Material which has an expiring-effect date, such as examination announcements, when the expiration dates have passed.
3. Press releases when their timeliness is lost.
4. Pages from looseleaf publications when revised pages are received and substituted.

It should be noted that each document should be considered for its possible permanent value before discarding, even though it falls in one of these categories.

GEORGIA

NAME OF AGENCY

Catalog and Documents Unit
Georgia State Library
301 Judicial Building
40 Capitol Square
Atlanta, GA. 30334

LEGAL AUTHORITY

Ga. Code Ann. 101-201, 202, 203 (Acts 1975 pp. 741,745) Code Section 101-202 Amended Ga. Laws 1978, p. 2288 (Date depository program started unknown; documents date back to 1800's.)

The Governor and all officers who are required to make reports to the General Assembly shall furnish The State Librarian with at least 3 copies of each report.

Documents will be supplied by the librarian, when available, to state institutions, public libraries and public schools.

The librarian is the exchange officer for the purpose of an exchange program between Georgia and other states.

The 1978 amendment provides for the submission of a report to the State Librarian containing a list by title of all public documents published or issued by executive departments during the preceding fiscal year.

PLACE IN STATE AND PARENT ORGANIZATION

Georgia Dept. of Law: Attorney General Arthur K. Bolten
State Librarian: Donn Odom
Catalog and Documents Librarian: Elaine P. Fenton

STAFF

Elaine P. Fenton, 1 FTE, professional librarian, 656-3468
Cynthia Miller, 1 FTE, non-professional, 656-3468

POWERS AND DUTIES

Available state documents are distributed regularly to the University of Georgia Libraries and to the Library of Congress. Availability is dependent upon the number of copies of each publication deposited with the State Library.

The quarterly CHECKLIST OF OFFICIAL PUBLICATIONS OF THE STATE OF GEORGIA is compiled from a record of all Georgia publications received by the State Library during the preceding quarter. There is no annual cumulation.

POWERS AND DUTIES (continued)

Georgia publications are cataloged according to a classification scheme developed for the State Library. Cataloging is done by issuing agency. There is no microreproduction program in the library.

DEPOSITORY LIBRARIES

The State Library is the official depository in the state. Libraries throughout the state may select publications from the Exchange Selection List (ESL) of the CHECKLIST.

DOCUMENTS DISTRIBUTED

In 1978, 649 pieces of 55 titles were distributed upon requests from libraries participating in our Exchange program and returning the ESL.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

There are approximately 10-15 titles available through exchange each quarter. These are listed on the ESL of the CHECKLIST. LC receives a copy of each publication of which the library receives more than 3 copies. The Center for Research Libraries receives publications by request. Out-of-state libraries receiving the CHECKLIST make their request by use of the ESL.

DISSEMINATION OF CATALOGING DATA

State Library data for state documents is not included in any data base. The State Library maintains its own state agency authority file. It is not published. There is no uniform state-wide classification scheme for state documents.

MICROFORMS

The State Library has no microform program for state documents.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies will usually provide 10-25 copies of their publications. A 1978 amendment to the Ga. Code provides for the submission of a report to the State Librarian containing a list by title of all public documents published or issued by each department with the preceding fiscal year.

CURRENT CHECKLIST

The CHECKLIST has been published quarterly since 1954 by the Georgia State Library. The publication is free to a limited number of subscribers. The

CURRENT CHECKLIST (continued)

latest issue, 1979-1, contains 126 titles arranged by issuing agency. The CHECKLIST includes the Exchange Selection List containing 14 titles. There is no separate shipping list.

MAJOR PROBLEMS OF PROGRAM

The State Library does meet ALA and Task Force guidelines. Our major problems are a lack of information and cooperation from state agencies and not enough staff to follow through on obtaining publications. Budget cut-backs have limited the number of publications deposited with the Library and available for distribution.

Completed by:

Elaine P. Fenton
Librarian, Catalog and Documents Unit
301 Judicial Building
40 Capitol Square
Atlanta, Georgia 30334
656-3468
May 9, 1979

HAWAII

STATE PUBLICATIONS
DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY

Hawaii Documents Center (HDC)
Hawaii State Library
478 S. King Street
Honolulu, Hawaii 96813

LEGAL AUTHORITY

HDC was established by Act 175 of the 1965 Legislative Session and implemented in 1967. Chap. 93 of the Hawaii Revised Statutes, entitled "Government Publications", is the legal authority in the establishment of the state publications distribution center within the Dept. of Education under the direction of the state librarian which requires every state and county agency to deposit 15 copies of their publication to the Center and 1 copy each to the state archives and the University of Hawaii.

PLACE IN STATE AND PARENT ORGANIZATION

Department of Education
Office of Library Services
Hawaii State Library
Hawaii & Pacific Section
Hawaii Documents Center

STAFF

Proserfina Strona, Head Librarian
Irene Gomes, Library Technician
Thelma Chang, Clerk-typist
Kay Ogata, Library Assistant

POWERS AND DUTIES

HDC is responsible for the procurement, cataloging, indexing and checklist preparation, distribution and microproduction of state documents. It serves also as the main depository of Hawaii state publications. Documents are distributed not only to libraries of the Hawaii State Library System but also to public school libraries.

DEPOSITORY LIBRARIES

Hawaii State Library - main depository
Hawaii Regional Library - auxiliary depository
Maui Regional Library "
Kauai Regional Library "
Kaimuki Regional Library "
Kaneohe Regional Library "
Pearl City Regional Library "
Hilo College Library "

Documents are cataloged and processed as soon as they are received from state agencies. Auxiliary depositories keep only the documents they can use in their collection. Others are given out or used as pamphlets. They receive a copy of the full depository on microfilm.

HAWAII

DOCUMENTS DISTRIBUTED

In 1978, HDC processed 1,967 titles with 61,384 volumes. Documents are distributed to auxiliary depositories first and then to libraries throughout the Hawaii State Library System following a priority list. Although agencies are required to deposit 15 copies only, some agencies deposit up to 500 copies for distribution. This explains the large number of volumes processed.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Two copies of every publication are sent to the Library of Congress, Gifts & Exchange Division. For individual titles, interested libraries are requested to write to issuing agencies. The Hawaii Documents Cumulative Index, which serves as the checklist, is published every two years. This is available for exchange.

DISSEMINATION OF CATALOGING DATA

Hawaii state documents cataloging data is not included in any data base. The Classification Scheme for Hawaii Documents serves as the state agency authority file. It is in loose-leaf type written form to facilitate updating and is available on exchange basis. It is based on Ellen Jackson's Notation for a Public Documents Classification.

MICROFORMS

97% of the documents excluding serials are reproduced on 35mm microfilm and 16mm microfiche. Both forms are available from Hawaii Microfilm, Inc. HDC keeps the master copy. Auxiliary depositories are provided copies of the microfilm but are charged for the reproduction cost. Microfiche copies are used in the Hawaii State Library.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Under the Hawaii state depository law, all state and county agencies are required to deposit 15 copies of their publications to HDC. There is no official publications record officer in any state agency.
Some agencies issue lists of their publications but not their mailing lists.

CURRENT CHECKLIST

Hawaii Documents, the checklist of Hawaii state publications, is issued monthly since 1967. It is compiled by lining up the processing slips and then photo-copied. It is reproduced in limited quantities and distributed only within the library system. Annual cumulations were published in 1967 and 1968. Hawaii Documents Cumulative Index, 1969-1974 was published in 1975; followed by 1975-76 index. 1977-78 index is now in preparation. The checklist or index is divided into two parts: the title listing and the author, subject, title index. The title entries are listed under the issuing agency, arranged according to the call number and give complete bibliographical information.

PUBLICATIONS OTHER THAN THE CHECKLIST

None.

HAWAII

BUDGET

HDC has a budget of $25,000 for the 1977-79 biennium. This is used for microfilming the documents, printing the Hawaii Documents Cumulative Index, maintenance of equipment, and for processing supplies.

OUTSTANDING FEATURES OF PROGRAM

Special features are the reproduction of the documents on microforms and the printing of the document index for retrieval. The index not only serves as the checklist of state publications but also as a means of bibliographic control.

MAJOR PROBLEMS OF PROGRAM

HDC meets ALA and Task Force Guidelines.

The major problem encountered is in making the state agencies abide with the depository law. In spite of periodic reminders there are still agencies that do not comply.

Another constraint in depositing the number of copies required is the agencies' limited funds.

Very few agencies put out checklists of their publications. Because there is no central agency that prints all state publications, it is difficult to keep track of what each agency publishes.

Space problem for depository copies is acute. We are still keeping the print copies even though they are on microforms. Eventually print copies will have to be discarded.

Delivery of documents to libraries is hindered by the library delivery system which we have no control.

CURRENT PROJECTS BEING EMPHASIZED

None

WORKSHOPS, SPECIAL PROGRAMS

Workshops on Hawaii documents for adult librarians are scheduled every two years.

COUNCILS OR ADVISORY BOARDS

None

Completed by --
Name: Proserfina Strona
Title: Head, Hawaii Documents Center
Address: 478 S. King Street
Telephone number: (808) 548-2344
Date: 5/10/79

IDAHO

NAME OF AGENCY

Idaho State Library, 325 West State Street, Boise, Idaho, 83702, is responsible for receipt and distribution of Idaho state documents. The annual checklist is a combined effort of several librarians around the state. The University of Idaho provides LC cataloging of Idaho documents.

LEGAL AUTHORITY

Idaho Code 33-2510. Session Laws, 1975, ch. 165, section 1, p. 413. Requires agencies to deposit 20 copies of all documents to the State Library.

PLACE IN STATE AND PARENT ORGANIZATION

Idaho State Library - State and Federal Documents.

STAFF

M. Gary Bettis, (208) 384-2150 .05%.
Clerk .05%.

POWERS AND DUTIES

(Explained elsewhere in this document).

DEPOSITORY LIBRARIES

Eighteen depository libraries exist. Nine are academic (Junior college to University). Six are major (regional) public libraries. Also included are the State Law Library, the combined collection of the Idaho State Library and the Idaho Historical Society, and the Library of Congress. LC is the only non-Idaho depository. All are full depositories. However, there is a priority ranking to insure stronger collections in the event that less than 20 copies are obtained. In priority order, the top five are: Idaho State Library, University of Idaho Library, Idaho State University Library, State Law Library and Library of Congress. Depository libraries are free to handle state documents in any manner they choose. Informal agreement allows for the return of select series of unwanted documents to the State Library. Definitive collections exist at the State Library and at the University of Idaho Library.

DOCUMENTS DISTRIBUTED

Approximately 27,000 items (1500 x 18) were distributed in 1978. Original documents, if available, are provided to non-depository libraries on request.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

All documents are sent to the Library of Congress. No exchange agreements exist. Out-of-state libraries should request individual titles (on inter-library loan) from the Idaho State Library, or from a college or university, if produced by them.

DISSEMINATION OF CATALOGING DATA

Cataloging data for state documents is not now in a data base. Eventually documents will be entered into the Washington Library Network computer system. There is a state agency authority file. It is unpublished, but

available from the Idaho State Library. Several classification schemes are used in the depository libraries. The University of Idaho Library, with an LSCA Title III contract from the State Library, has provided LC cataloging for all extant Idaho documents (1863-1979). This effort will eventually be entered into the WLN computer. In the meantime, the full Idaho documents catalog will be microfilmed and the catalog will be available on microfiche cards. The catalog is scheduled for completion in the fall of 1979.

MICROFORMS

No state documents on microform are distributed through the depository system. Those documents that exist on microform are being produced by the State Library as a service to libraries and the public. The major series completed so far are the Bulletins and Pamphlets of the Idaho Bureau of Mines and Geology. These series consist of 389 microfiche cards, 24x and 18x reduction, and are available at cost from the State Library. Other significant series will be done in the future.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Twenty copies are supplied to the State Library. We have a contact person in each agency. Lists of publications are not supplied.

CURRENT CHECKLIST

No shipping lists are issued. The "Checklist of Idaho Documents" is published annually in the April issue of the Idaho Librarian. 1979 is the latest issue.

PUBLICATIONS OTHER THAN CHECKLIST

Government Publications About Idaho: a Guide to Information Sources, by Joseph Lu. 1978. 180 p. Includes Idaho documents. Available from Mr. Lu, Documents Librarian, Idaho State University Library, Pocatello, Idaho, 83209.

OUTSTANDING FEATURES OF PROGRAM

Flexibility. Micropublishing of significant and individual documents and series of documents.

MAJOR PROBLEMS OF PROGRAM

Time, staff and funds for MARC format entry of Idaho documents into WLN. We meet ALA Task Force Guidelines except for frequency of Checklist. Current system is adequate for Idaho. We could go quarterly if need were shown.

CURRENT PROJECTS BEING EMPHASIZED

Micropublishing of significant documents. Filming and distribution of Idaho documents catalog (1863-79). Filming, in conjunction with the National Agricultural Library, the significant series of College of Agriculture and Agricultural Extension Service documents produced in Idaho.

WORKSHOPS, SPECIAL PROGRAMS

Staff is available on demand for general or specialized workshops concerning documents. Past workshops have been given on a regional basis throughout the state.

IDAHO

COUNCILS OR ADVISORY BOARDS

No advisory group exists. However, the depository system is flexible and is receptive to the desires of the member libraries.

Completed by:

M. Gary Bettis
Librarian

Idaho State Library
325 W. State Street
Boise, Idaho 83702

(208) 384-2150

June 6, 1979

NAME OF AGENCY

State Documents Section
Indiana State Library
Indiana Division
140 N. Senate Avenue
Indianapolis, Indiana 46204

LEGAL AUTHORITY

IC (Indiana Code) 4-23-7-23.4 - 4-23-7-23.6; Acts 1973, Public Law 27.

Public law 27 designates the Indiana State Library as the official depository of Indiana public documents, requires state agencies to deposit their documents with the State Library, establishes the four state university libraries and certain selected Indiana public and academic libraries as secondary depository libraries, stipulates that a quarterly list of state documents with an annual cumulation be prepared and distributed to state agencies and public and academic libraries, and sets up a document exchange system with agencies in other states.

PLACE IN STATE AND PARENT ORGANIZATION

Indiana State Library, Indiana Division, State Documents Section

STAFF

Indiana Division:

Patricia Matkovic, State Documents Librarian, (317) 633-6730.
Full-time professional.

Nada Vuynovich, State Documents Clerk-typist, (317) 633-6730.
Full-time non-professional.

Catalog Division:

6 part-time professionals.
4 part-time non-professionals.

POWERS AND DUTIES

In accord with the Documents Depository Act, Public Law 27, state documents acquired by the Indiana State Library are distributed to the document depository libraries and listed in the Checklist of Indiana State Documents which is prepared quarterly with an annual cumulation. State agencies and institutions are requested to forward 20 copies of their publications to the State Library which are then sent to the depositories in monthly shipments. Individual titles of state documents with state agency addresses are listed in the Checklist and a complete list of state periodicals received at the State Library

is published annually in the January-March Checklist. State agencies, public and academic libraries and private organizations are encouraged to use the Checklist to order publications or to borrow state documents from the State Library or the Indiana documents depository libraries.

Presently, each state document retained at the State Library is catalogued using OCLC computerized cataloging, the Dewey Decimal System and Library of Congress subject headings. More information about the cataloging of Indiana state documents can be obtained from the Catalog Division, Indiana State Library.

There are currently no plans for the microreproduction of Indiana state documents.

DEPOSITORY LIBRARIES

In addition to the Indiana State Library there are 12 Indiana depositories which were selected to correspond with the Area Library Services Authority (ALSA) regions in Indiana. Four state university libraries, (Ball State, Indiana, Indiana State, and Purdue University libraries), Valparaiso University and 7 large public libraries were designated state document depositories.

According to one of the formal regulations established for the depository libraries by the Indiana Library and Historical Board, the selection of documents sent to depositories is made by the Indiana State Library and is determined by the availability and general interest of the document. Other regulations govern the retention and disposal of state documents and the termination of a depository library.

DOCUMENTS DISTRIBUTED

During the fiscal year 1977/78, approximately 259 state documents were sent to the depository libraries, Library of Congress and Center for Research Libraries. Of these documents, 35 were sent to all of the public and college libraries in Indiana. The number of titles distributed to the depository libraries was approximately one third of the total number of documents collected during the fiscal year. Documents were distributed to non-depository libraries in the state if enough copies were available. Increased postal rates, however, may limit distribution to these libraries in the future.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Currently, the State Documents Section is not distributing documents to out-of-state libraries except for the Roster of State and Local Officials of the State of Indiana and for depository documents which are also sent to the Library of Congress and the Center for Research Libraries.

INDIANA

DISSEMINATION OF CATALOGING DATA

Cataloging data for state documents utilizes the OCLC data base. Input into the data base is not officially centralized because public and academic libraries in Indiana input state documents also. The Library of Congress authority file on state agencies is being updated by the Catalog Division and is used as the state agency authority file. Although the updated state authority file is not published, the Catalog Division is inputting its entries into the data base. There is no official classification scheme for state documents at the State Library.

MICROFILMS

State documents are distributed to depositories in their original format. The only state documents retained at the State Library in microfilm are early laws of the state and copies of the Documentary Journal and House and Senate Journals. At one time, the statistical report for the state was reproduced on microfiche by a private company but the microfiche are not available at the State Library.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies are required to send 20 copies of their publications to the State Library. Public Law 27 states that agencies forward 50 copies of their publications to the library but 20 copies was found to be more realistic. Some of the larger state agencies such as the Highway Commission have appointed public information officers but many documents still must be ordered from the numerous divisions within the state agencies. Only a few of the state agencies have lists of their publications.

CURRENT CHECKLIST

Checklist of Indiana State Documents, 1973+; issued quarterly with an annual cumulation. The latest issue is volume 7, number 1, January-March 1979 which lists 113 non-serial titles and 121 periodicals. Titles of documents and their publication dates are listed under the names of the state agencies which have prepared them. The list of documents from the state institutions and the state colleges and universities follow the state agency section. Addresses of agencies and institutions are given for order purposes although the cost of the publication is not given since most of the state publications are free upon request. The Checklist lists mostly current titles; state documents published 5 years prior to the date of the Checklist are not listed.

INDIANA

PUBLICATIONS OTHER THAN THE CHECKLIST

The following publications were prepared by Patricia Matkovic, State Documents Librarian:

Deposit Your Documents With The Indiana State Library and... Watch Interest Grow - pamphlet published by Indiana State Library

"Docs Law Aids Collection" - article in Focus on Indiana Libraries, v. 31, no. 4, July/Aug. 1977, published by the Indiana Library Association.

"Document News" - column in the Library Occurrent, a quarterly publication of the Indiana State Library

"Update on State Information Sources" - bibliography in CIALSA Magazine v.6, no.5, May 1979.

BUDGET

There is no separate budget for the State Documents program which is financed from the Indiana Division budget.

OUTSTANDING FEATURES OF PROGRAM

One of the most outstanding features of the Indiana state documents program is that it has enabled us to collect more state documents than in the past, to collect new material quickly in anticipation of requests for it, and to collect older documents that are valuable additions to our collection. Since the program began in 1973, the amount of documents received at the State Library during a fiscal year has almost doubled. New documents, especially those which are mentioned in the Indianapolis newspapers, are obtained quickly and valuable publications which agencies neglected to send to the State Library when they were published have been acquired.

Indiana state agencies and library patrons as well as the Indiana State Library have benefited from the state documents program. Because documents are often misplaced because of the continual change in state agency locations and because very few agencies keep records or publication lists of the material they have prepared, depositing copies of state publications at the State Library where they will be preserved and recorded, is a definite advantage to state agencies. Also, library patrons have better access to state documents because of the distribution of publications to depository libraries.

MAJOR PROBLEMS OF PROGRAM

The Indiana state documents program is currently meeting the ALA Guidelines for the Minimum Servicing of State Documents with the exception of the document exchange with other states. The State

Library is not participating in a document exchange program, partly because of the fact that difficulty still exists in identifying state publications and obtaining enough copies for distribution to depository libraries.

CURRENT PROJECTS BEING EMPHASIZED

There have been no proposed or adopted amendments to the Document Depository Law passed in 1973 nor has there been new document legislation introduced. There are plans, however, to evaluate the state documents program, in particular the preparation of the Checklist and the distribution of documents.

WORKSHOPS, SPECIAL PROGRAMS

Workshop:

Indiana State Documents Workshop, Indiana State Library, July 1, 1976, - History of the depository program, review of depository regulations, acquisition of state documents, description of types of publications, reference use of state documents. Presented by Mrs. Mary Golichowski, former Coordinator of Services to State Government, ISL; Jean Singleton, ISL; Patricia Matkovic, ISL.

Lectures:

Government Documents Class, Graduate Library School, Indiana University-Bloomington, September 22, 1978 and March 23, 1979 - Acquisition, bibliographic control and reference use of state documents. Presented by Patricia Matkovic.

Talks:

1. Indiana Library Association, State Documents Information Meeting, Indianapolis, October 17, 1974 - Indiana documents depository system, national bibliographic control of state documents, classification schemes for state documents. Presented by Mrs. Mary Golichowski; Bernard Fry, Dean of Graduate Library School, Indiana University, Bloomington; Alice Wickizer, Indiana University Library.

2. Indiana Small Libraries Workshop, Indianapolis, September 15, 1975 - Description of Indiana state documents program. Presented by Patricia Matkovic.

3. CIALSA (Central Indiana Area Library Services Authority) Continuing Education Workshop, Indianapolis, November 30, 1978 - Update on state information sources. Prepared by Patricia Matkovic.

4. Indiana Library Association District Meetings, District II, Rochester, Indiana, April 18, 1979; District VI, Columbus, Indiana, April 25, 1979; District I, South Bend, Indiana, May 1, 1979 - Update on Indiana state documents. Presented by Patricia Matkovic.

COUNCIL OR ADVISORY BOARDS

Management and control of the Indiana State Library is vested in the Indiana Library and Historical Board which consists of five members appointed by the Governor.

HOPES FOR THE FUTURE

Hopefully, an evaluation of the Indiana state documents program will result in several changes which can benefit those depository libraries which would like to build their state documents collection and those libraries which would like to become full or partial depositories.

An automated preparation of the Checklist using OCLC data would be another welcome change which could result from an evaluation of the present system under which the entire preparation of the Checklist is done manually.

IOWA STATE PUBLICATIONS

DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY
Depository Library Center, Capitol Complex
Des Moines, Iowa 50319

LEGAL AUTHORITY
Code of Iowa 1979, ch. 303A, sections 21-24: Acts of 67th General Assembly ch. 1105, (1978). Provides for a depository library center within the Iowa Library Department for the purpose of collection and distribution of state publications to depository libraries.

PLACE IN STATE AND PARENT ORGANIZATION
In the Iowa Library Department (State Library)

STAFF
Shirley E. Johnson (professional) 515-281-6718
2 non-professionals

POWERS AND DUTIES
Distributes 2 paper copies of every publication to 2 permanent depositories, microfiche copies of all shipments to full depository libraries, and paper copies of the most used titles to core list libraries. Cataloging performed by State Library. Checklist scheduled for 1980.

DEPOSITORY LIBRARIES
2 permanent depositories; 20 Full; 13 Core plus Library of Congress and Center for Research Libraries.
3 public universities; 1 private university; 11 colleges; 4 community colleges; 14 public, 1 law Library; State Library. Aggreements signed by library at time of application. Publications to be retained for 3 years. Depositories selected on the basis of geographic location of library. Two permanent depositories retain permanently 2 copies, one of which does not leave library: State Library, University of Iowa.

DOCUMENTS DISTRIBUTED
Began in July 1979. Non-depository libraries request materials directly from agencies.

EXCHANGE AND OUT-OF-STATE DISTRIBUTION
2 copies to LC; 1 to CRL of all publications. Does not provide for exchange; out-of-state libraries request directly from agency. Exchange is handled under other provisions.

DISSEMINATION OF CATALOGING DATA
Cataloging data will be in OCLC. State Library is inputting. State agency authority file being developed. Swank classification is being used.

MICROFORMS
All publications except Core list on microfiche. Microfiche distributed to Full depositories. Core list is 52 titles.

IOWA

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS
State agencies are required by law to furnish up to 75 copies of publications. Agency contact persons are selected by agencies. No mailing lists provided.

CURRENT CHECKLIST
Scheduled for 1980, to be computer produced. Shipping list goes with each shipment; cumulated.

PUBLICATIONS OTHER THAN CHECKLIST
Iowa Documents Lists, 1956+; frequency vaires, currently semi-annual. ISSN o44404566. Free. University of Iowa Libraries, Government Publications Dept. Checklist arranged by issuing agency. Computer print-out, photo-reduced.

BUDGET

OUTSTANDING FEATURES OF PROGRAM

MAJOR PROBLEMS OF PROGRAM

CURRENT PROJECTS BEING EMPHASIZED
Development of computer produced checklist with keyword index to fully cataloged documents.

WORKSHOPS, SPECIAL PROGRAMS
Workshop on State Publications School of Library Science, University of Iowa.

COUNCILS OR ADVISORY BOARDS
Advisory Council appointed by State Library Commission

HOPES FOR THE FUTURE

Completed by: Shirley E. Johnson
Depository Library Center, Capitol Complex
Des Moines, Iowa 50319
515-281-6718

9-28-79

KANSAS

NAME OF AGENCY

State Documents Department
State Library of Kansas
3rd Floor, State Capitol
Topeka, Kansas 66612

LEGAL AUTHORITY

Prior to the 1976 revision of the Kansas Documents law, Kansas state documents were distributed only to six state supported colleges and universities, the Kansas State Library and the Kansas State Historical Society. This legislation made no provision for distribution to public libraries or for the publication of a state documents catalog. In 1972, Ron Haselhuhn, associate professor at the School of Library Science, Emporia State University, presented the first draft of proposed legislation. The law was passed in 1976 with rules and regulations accepted in October of that year. The law provides for the establishment of state depository libraries and for the publication of an official list of state publications. The law provides that the State Library will implement and maintain the depository system.

K.S.A. 75-2567 (b) provides that the Kansas State Library may designate as a depository library any Kansas resource library, regional public library, libraries in institutions of higher education or other libraries. The above statute also provides that the State Library may designate two categories of depository libraries: complete depository libraries, and selective depository libraries.

A library may become a depository library by meeting the qualifications provided in K.S.A. 75-2567 (b) and by contracting with the Kansas State Library to meet standards established by the State Librarian.

Standards for depository libraries have been established in K.S.A. 75-2567 (b), K.A.R. 54-2-3, and K.A.R. 54-2-4, and in the contract between the State Library and the depository library. The standards generally provide that the depository library will provide adequate facilities for the storage of publications, that the depository library will render reasonable service without charge to qualified patrons, that the depository library will provide a professionally trained librarian to render such service, and that the depository library will process and shelve all publications within 30 days after receipt of the material. The contract provides that the depository library will permit the State Library, at any reasonable time to inspect the facilities provided by the library for the storage and use of all publications distributed to it under the agreement of the contract, and will supply any information which may be requested by the State Library. In the case of selective depositories, the contract provides for a minimum percentage of publications that must be selected by the depository.

The following statutes form the legal basis upon which the State Library acquires copies of agency publications to enter into its collection and to distribute to depository libraries.

KANSAS

K.S.A. 75-2566 provides that the State Library will collect and distribute the publications of the State government of Kansas.

K.S.A. 75-1023 provides that the Department of Administration, Division of Printing, will forward to the State Library thirty-five copies of any State government publication printed by the Division.

K.S.A. 75-3048b provides that the Department of Administration, Division of Central Duplication, will forward to the State Library two copies of each publication that the division prints or reproduces in more than fifty copies.

K.S.A. 75-3048c provides that any state agency forward to the State Library two copies of each publication it prints or reproduces in more than fifty copies (which are not printed or reproduced by the Division of Printing or the Division of Central Duplicating).

K.S.A. 75-2566 (b) provides that any state agency shall deposit with the State Library copies of any publication issued by the state agency in such quantities as shall be specified by the State Library.

PLACE IN STATE AND PARENT ORGANIZATION

Kansas State Library - Reference Department - State Documents Department

STAFF

Bruce Flanders, Head, State Documents and ILL
FTE Professional 913-296-3296

Betty Kasey, State Documents Cataloger
FTE Professional 913-295-3296

POWERS AND DUTIES

It is the role of the State Documents Department to:

1. acquire state documents
2. catalog and input them onto OCLC
3. distribute documents to depository libraries
4. produce the State Documents of Kansas Catalog
5. maintain the definitive collection of Kansas State Documents

DEPOSITORY LIBRARIES

The following is a list of depositories:

1. Center for Research Libraries, Chicago, Illinois
2. Library of Congress, Washington, D.C.
3. Kansas State Historical Society, Topeka, Kansas
4. Manhattan Public Library, Manhattan, Kansas
5. Johnson County Public Library, Shawnee Mission, Kansas
6. Topeka Public Library, Topeka, Kansas
7. Great Bend Public Library, Great Bend, Kansas

8. Wichita Public Library, Wichita, Kansas
9. Iola Free Public Library, Iola, Kansas
10. Dodge City Public Library, Dodge City, Kansas
11. Hutchinson Public Library, Hutchinson, Kansas
12. Kansas City Kansas Public Library, Kansas City, Kansas
13. Northwest Kansas Library System, Norton, Kansas
14. Mabee Library, Washburn University, Topeka, Kansas
15. Kansas Collection, Kenneth Spencer Research Library, University of Kansas, Lawrence, Kansas
16. Kansas State University Library, Manhattan, Kansas
17. William Allen White Library, Emporia State University, Emporia, Kansas
18. Wichita State University Library, Wichita, Kansas
19. Pittsburg State University Library, Pittsburg, Kansas
20. Fort Hays State University Library, Hays, Kansas

The above list represents the following: 10 public libraries, 7 colleges, 1 state agency, 2 out-of-state.

Because sufficient copies of publications may not always be available for distribution, the State Library has established the following priorities for the distribution to depositories:

Priority I. One (1) copy. A single copy of a publication will be cataloged and listed in the State Documents of Kansas Catalog and retained permanently in the State Library collection.

Priority II. Two (2) copies. One copy will be retained permanently in the State Library collection. The second copy will be added to the collection as the circulating and Kansas Information Circuit (ILL) copy.

Priority III. Three (3) copies to five (5) copies. Copies one and two will follow the above procedure. Copy Three (3) will be sent to the State Historical Society. Copy four (4) will be forwarded to the Center for Research Libraries. Copy five (5) will be forwarded to the Library of Congress. If sufficient copies are available for general distribution, two (2) copies will be forwarded to the Library of Congress.

Priority IV. When sufficient copies are available (more than 5), one copy will be forwarded to all the depository libraries.

The above list of priorities has been established on the philosophy that the State Library has both a state and national obligation to assure access to publications of the State Government. Therefore, this system will supply one copy of each publication to national libraries after first retaining one copy of each to be held permanently at both the State Library and the State Historical Society. Only after this initial obligation has been met will additional copies be supplied to depository libraries within the State of Kansas.

K.S.A. 75-2567 (b) provides, in part, that the State Library may designate two categories of depository libraries: complete depository libraries, and selective depository libraries. Complete depository libraries receive, through State LIbrary distribution, one copy of all publications, when sufficient copies are available for distribution. Selective depositories

receive, through State Library distribution, only those publications which they have pre-selected. Currently there are no selective depositories in the system.

There are a number of informal guidelines for depositories, acquisition, classification, disposal, interlibrary loan.

Acquisition and receiving. With each depository shipment from the State Library will be a shipping list. This list will include for each document title, Kansas Documents classification number, OCLC number, and recommended Dewey classification number. It is recommended that all documents be stamped with the word "Depository" and the name of the depository library. Each depository library should maintain an acquisition record. The essential information should include Kansas document classification number and Dewey classification number, title of document, author of document, frequency of publication, and shelving number if not indicated by call number.

An example of an acquisition record, or "check-in file" is below.

Kan 336 F491 yr.	Kansas Department of Administration. Division of Accounts and Reports	AD3.1 : yr.

Kansas annual financial report.

1950/51 1960/61 1970/71 etc.

KANSAS

Claiming should be done promptly. The State Documents Department has supplied a simple claim form that is self-addressed. The depository documents librarian should complete the claim form giving all information shown on the shipping list which is pertinent to the document not received.

Library
Address

Gentlemen:

We have not received _____
_____
which we receive as a depository library.

We shall appreciate your applying these numbers to complete our files.

Shipping list #_____
Date _____ Documents Librarian

The State Documents Department is to be notified immediately in case of shipment being lost or damaged in the mail. Any loss of, or damage to, documents occurring after receipt of depository shipment is not the responsibility of the State Library.

Additional copies of any state document can be obtained by direct request to the issuing agency. A list of issuing agencies may be found in the State Documents of Kansas Catalog supplement, List of Government Authors.

Classification. Each library should determine the classification scheme to be used for state documents. Libraries keeping all documents in a separate collection could utilize the Kansas Documents classification and simply record the call number on each item as given in the State Documents of Kansas Catalog. Other libraries that wish to have documents interfiled with other library material may use the same classification system as they use for books and periodicals, that is, Library of Congress, or the recommended Dewey classification number found in the Catalog.

There are advantages as well as disadvantages to each type of treatment. Advantages of interfiling documents with the general collection include probable higher use by the general public and reference staff, a savings in time in locating documents by the subject approach, and less expertise in using documents necessary. Disadvantages include the expense of cataloging, and the shelving problem inherent in unbound materials among books. Complete integration is recommended, however, for non-depositories.

Advantages of shelving documents as a separate collection include the following. A specially trained staff member can render expert service to the public, printed indexes and bibliographies may be used extensively by skilled staff, simple records may be used in lieu of expensive complete cataloging, and shelving may be less cumbersome, especially with the extensive use of pamphlet boxes. The disadvantages to this arrangement include the division between government and non-government publications in similar subject areas, the expense of specially trained documents librarians for small libraries, patron confusion between document and non-document materials and referral from one section to another in the library, and less than satisfactory library service if the special documents collection cannot be staffed at all times the library is open. A partial integration of documents with other library materials may be satisfactory in some libraries. Regardless of the way a library chooses to class documents, records should be maintained so that the library staff and patrons are able to locate material in the collection.

Disposal. K.S.A. 1976 Supp. 75-2567 (b) provides that complete depository libraries will maintain their collections of state agency publications indefinitely, subject to disposal upon approval by the State Librarian. However, because both the State Library and the State Historical Society maintain permanent collections of state agency publications, it is felt that depository libraries need not act as archival collections. Therefore, superseded publications, and editions of publications that have subsequently been revised, and hard copy of publications for which microform copy has been secured may be disposed of at the discretion of the individual depository. The disposal of all other publications must be approved by the State Librarian.

Interlibrary Loan. It is the responsibility of the individual depository to loan state agency publications within a system of cooperating libraries. It is recommended that in the case of two depository libraries within the same system those libraries work out an arrangement to share the responsibility for interlibrary loan. Decisions concerning specific procedures concerning interlibrary loan within a system should be made by the individual depository and the system. Loan requests outside of a system of cooperating libraries should be forwarded directly to the State Library.

The State Library maintains for the state the definitive official collection of Kansas State Documents.

DOCUMENTS DISTRIBUTED

In 1978, 467 individual state documents (monographs, and twice per year or less frequent serials) were cataloged and entered into the State Documents of Kansas Catalog. Of these, 206 were depository items, therefore 44% of cataloged documents went out to depository libraries in monthly shipments. An additional 375 documents, high frequency periodicals and therefore not cataloged individually were distributed, bringing the total items received by depository libraries to 581.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

The Library of Congress and the Center for Research are both depository libraries for state documents of Kansas. Exchange distribution of various

important state documents, such as the Kansas Statutes Annotated, Governor's Budget Report, Session Laws, Biennial Report, etc.,are handled by the Reference Department, which also receives non-Kansas state documents to incorporate into our general collection. Out-of-state libraries requesting individual titles are referred to the particular issuing agency of the requested document unless our library has an extra copy of that document in storage.

DISSEMINATION OF CATALOGING DATA

Cataloging of agency publications is performed solely by the State Library's State Documents staff. Complete bibliographic information for each publication is supplied in accordance to AACR I, 19th Edition of Dewey, Cutter-Sanborn Tables, and LC Subject Headings. In addition to full descriptive cataloging, the record contains a statement concerning depository availability. The record also includes a recommended Kansas Document classification number, and Dewey Decimal classification number for each publication. A short abstract is supplied. Serials are cataloged by successive entry.

State documents are cataloged on OCLC at Level I. The State Library has, when possible, refrained from using local OCLC fields, thereby reserving those fields for local library use. OCLC archival tapes are mailed to the State Library monthly. These tapes are processed on the state's IBM 370-155 computer to produce the State Documents of Kansas Catalog and monthly shipping lists using ANSI/COBOL programs. These programs are available at a reasonable cost to other states.

A state agency authority file is currently being produced. The official classification scheme, Agency Symbols and Numbers of Kansas State Documents, revised April, 1979, is available upon request.

MICROFORMS

Currently no state documents are in microform.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

The K.S.A.'s that apply to distribution of documents to the State Library are outlined under the legal authority section. State agencies often do not have a publications record officer, but we attempt to maintain a file of a contact person at each agency. The great majority of agencies do not supply lists of publications or mailing lists.

CURRENT CHECKLIST

The State Documents of Kansas Catalog, v.1 (1977-) is the official state documents checklist. It succeeded the Checklist of Official Publications of the State of Kansas, (v.1, no.1, May 1953 - v.13, no. 4, December, 1976). The State Documents of Kansas Catalog is a quarterly publication of the State Library of Kansas. The Catalog includes indexes which cumulate over each year, so the final index to each volume will be an index to that entire volume. As supplements, a list of government authors, and a cumulative serials list are published annually.

The documents entries are arranged first by the issuing agency. Only the parent body name is used; subordinate divisions of a parent body are grouped with the parent body. Within each of these parent body groups, the entries are arranged by main entry. The main entry is determined by cataloging rules; sometimes it is the issuing agency, sometimes the title, and sometimes a personal author.

Serial publications issued more often than twice a year appear in the catalog only one time when they are first cataloged. They will, however, appear in each annual cumulative serials list. Serial publications issued twice a year or less (usually annual reports, agency programs, directories, etc.) also appear in the annual list but a new entry will appear in the quarterly catalog each time a new issue is received. The new entry will give the date of the current issue and the Kansas Document classification number of the original entry.

The index is divided into three parts: an author keyword index, a title keyword index, and a subject heading index.

The author keyword (KWOC) index can be used to find documents issued by subordinate units of agencies when only the subordinate unit name is known. Significant words that occur anywhere in the full agency name including the words from both the parent body name and the subordinate unit name(s), are included.

The title keyword (KWOC) index can be used to find documents by their titles. Significant words that occur anywhere in the title are included in the index. Since the title of a document often indicates its subject matter, this index enhances the subject index.

The subject heading index provides further subject access to the documents by listing all the Library of Congress subject headings assigned to the documents by the catalogers.

All three indexes refer to the documents by the Kansas documents number. This is a unique number assigned to each document. The two numbers after the letters "KD" (Kansas Document) indicate the last two digits of the current year. The four numbers after the hyphen are an accession number. The documents described in each volume of the catalog are sequenced by this number, making them easy to find using the indexes.

PUBLICATIONS OTHER THAN THE CHECKLIST

The two single most important bibliographic tools other than the State Documents of Kansas Catalog related to Kansas state documents, are Bessie E. Wilder's Bibliography of the Official Publications of Kansas 1854-1958, 318 pp., published in 1965 by the Governmental Research Center, The University of Kansas, (LC65-63730); and the Kansas Biennial Report, issued by the Kansas Secretary of State, of which 1978 is the latest issue.

Wilder is the definitive authority on Kansas state documents for the years covered, but its use is hampered by those not familiar with Kansas agencies since it does not have an index.

The Kansas Biennial Report is an excellent guide to the structure and organ-

ization for Kansas state agencies, as well as their duties and major publications.

BUDGET

Not separately stated in agency budget.

OUTSTANDING FEATURES OF PROGRAM

The particular strength of our program lies in the extent to which we have bibliographic control over state documents. This is due to an established Kansas Documents classification system, OCLC input of cataloging, and internal manipulation of OCLC archival tapes with programs that produce the Catalog, with its indexes, and the shipping lists.

The Kansas Documents classification system was developed from the GPO model of federal documents and is designed to group together the publications of a particular state author, and the grouping together of subordinate divisions within that department, the parent organization. The classification number is made up of several units. The first part consists of letters which designate agency (up to 3 alpha positions). The letters are based on keywords in the name of the agency. Subordinate groupings are designated in the second part of the classification number by numbers (2 alpha positions). The number "1" is used for the parent organization, that is, its secretary's or administrator's office. Beginning with the number "2" and continuing, numbers are used in numerical order to designate the various subordinate offices of the parent body with new offices given the next highest number. Following this segment of the classification number is a period. After the period is another number (up to 2 alpha positions) which designates what format the document is in. Any additional series not falling into any of the ten categories outlined below is given the next highest number not already assigned. Following this number is a colon. After the colon is the area designating the unique, individual piece in hand. This could be a year number, a cutter number, a single number, or a volume and issue number.

AD ← up to three letters
Key words in name of agency

AD3 ← up to two numbers
parent/subordinate designation

AD3. ← period

AD3.1 ← format of document

01 annual - biennial reports
02 miscellaneous publications
03 bulletins
04 circulars
05 laws

KANSAS

06 rules and regulations
07 releases
08 handbooks, manuals, guides
09 periodicals
10 periodicals

colon
AD3.1 :

piece-in-hand designation
AD3.1 : 1978

which means...

Kansas. Department of Administration.
Division of Accounts and Reports.
Annual report for 1978.

MAJOR PROBLEMS OF PROGRAM

Except for the maintenance of an authority file, which is being completed currently, the Kansas state documents program is in compliance with ALA and Task Force Guidelines. The major problem that the program is facing is the reclassification of its retrospective (pre-1977) collection of Kansas state documents. These are classified using Dewey, and in order to recatalog onto OCLC to appear in the State Documents of Kansas Catalog, the classification system will need to be expanded somewhat to account for the many changes in agency name over the years of typical flux in state government. This will be a challenging project to develop a system that allows for ready access to documents by agency groupings, yet avoids tremendous expansion into a massive, unwieldy classification system.

CURRENT PROJECTS BEING EMPHASIZED

Acquisition, as for many state document programs, is a problem in Kansas. The current statutes do not provide for the most efficient distribution possible, particularly in regard to Board of Regents institutions and the State Historical Society. We are currently working on a new draft of legislation which will streamline the existing statutes in terms of distribution. This will hopefully be introduced in the 1980 Session of the Kansas Legislature. Also, we are not obtaining 100% of publications produced by all state agencies. This is due in large part to mailing list omissions at many state agencies. An update of agency awareness of our program by mail, as well as visits will be undertaken.

WORKSHOPS, SPECIAL PROGRAMS

The most recent presentation of our state documents program was given at the annual KLA (Kansas Library Association) meeting, April 19, 1979. A tour of our facilities was given to interested participants at the conference.

KANSAS

HOPES FOR THE FUTURE

Main areas of improvement of our program would lie in the completion of the authority file and an index for Bessie E. Wilder's Bibliography of the Official Publications of Kansas 1854-1958, and the reclassification of the retrospective collection of state documents.

COMPLETED BY:

Bruce Flanders
Head, State Documents and ILL
State Library of Kansas
3rd Floor, State Capitol
Topeka, Kansas 66612
(913) 296-3296
August 6, 1979

LOUISIANA

NAME OF AGENCY

Recorder of Documents
Louisiana State Library
P. O. Box 131
Baton Rouge, Louisiana 70821

LEGAL AUTHORITY

La. R. S. 25:121-124 (1948 Louisiana Acts, No. 493) "Act 83, 209 I, 1977, transferred functions of Recorder of Documents to the Department of Culture, Recreations and Tourism, Office of the State Library."

PLACE IN LIBRARY ORGANIZATION

The Recorder of Documents is part of the Readers' and Technical Services Division of the Louisiana State Library.

STAFF

Mrs. Grace Moore
Recorder of Documents, Librarian III
Full-time
(504) 342-4929

Mrs. Gwen Aydell
Typist-Clerk III
Full-time
(504) 342-4929

Jim Adams
Part-time Student Worker
(504) 342-4929

POWERS AND DUTIES

The Recorder of Documents is responsible for the administration of the law providing for the delivery of copies of state documents to the depository libraries, and for furnishing to the depository libraries copies of the lists of publications submitted by the state agencies.

DEPOSITORY LIBRARIES

There are 43 depository libraries in Louisiana: 23 college and university; 11 public, 6 special, 3 out-of-state. Of the 43 depositories, two are complete and historical, 14 are complete, and 29 are partial. There are no regulations for the depository libraries beyond the statutory duty to make the publications available.

DOCUMENTS DISTRIBUTED

781 titles for January - December, 1978. All distribution is in the original format. Non-depository libraries within the state may buy or obtain items appearing on monthly list from the issuing agency or borrow through inter-library loan from the State Library or other depository library.

LOUISIANA

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Out-of-state exchanges are handled by Louisiana State University Law Library and the Law Library of Louisiana. Journal, session laws, and court reports are exchanged. Individual titles requested by out-of-state libraries must be requested or purchased from the issuing agencies.

DISSEMINATION OF CATALOGING DATA

Some libraries catalog some documents in SOLINET but there is no formal agreement. The state agency authority file is published in Public Documents, nos. 50, 52, and 55, but covers only through 1974. A supplement is being prepared as a volunteer project by interested documents librarians and catalogers.

MICROFORMS

The 1973 documents listed in Public Documents, no. 50 are in microfilm. New Orleans Public Library has some LSU Coastal studies, the Louisiana session laws, and the Louisiana constitutions on microfische.

STATE AGENCIES AND THEIR DUTIES

State agencies are required to furnish sufficient copies of their publications and, semi-annually, a list of their publications. There is no provision for liason from the state agencies, although one has been designated at LSU.

CURRENT CHECKLIST

Public Documents began with coverage for 1948. The latest issue is no. 60 July - December, 1978, containing 264 titles. The checklist cumulates periodically, approximately every five to seven years. The cumulations are titled Official Publications. Louisiana has complete bibliographic coverage from the time of the Louisiana Purchase, 1803 to date, with author, title and subject indexes. The monthly list serves as a shipping list.

PUBLICATIONS OTHER THAN THE CHECKLIST

Louisiana Library Association Documents Committee. Documents In Louisiana: People, Places, Publications. 1975 72p.

BUDGET

For fiscal year 1978 - 1979, $33,200 in state funds was budgeted for the program. This total included salaries for the two full-time permanent employees, and operating expenses for printing, office supplies and travel.

OUTSTANDING FEATURES OF PROGRAM

1) Complete bibliographical coverage from 1803 to date
2) Checklist is cumulated periodically. Six sources to check for 1803 - 1972, thereafter semi-annual, then monthly lists.
3) Complete depositories receive all publications on the monthly list.
4) State agency authority list, 1803-1974, with AACR headings for current agencies.

LOUISIANA

MAJOR PROBLEMS OF PROGRAM

Since the transfer, due to state government reorganization, of the Recorder of Documents program from the Secretary of State's office to the Louisiana State Library, Office of Culture, Recreation and Tourism, the office has been in a transitional period, and has suffered disruption because of staff, space, and budget restrictions.

In spite of above problems, the office meets most of the ALA and Task Force Guidelines at present.

CURRENT PROJECT BEING EMPHASIZED

Possibility of reproducing documents in microform for distribution to depositories is being investigated.

WORKSHOPS, SPECIAL PROGRAMS

A meeting of depository libraries was held at the State Library in the summer of 1978 to discuss the documents microform program.

HOPES FOR THE FUTURE

New legislation to conform the law to the program as it is operating, to meet all of ALA and Task Force Guidelines, and to insure that documents and the checklist will continue to be freely available.

COMPLETED BY GRACE MOORE - Recorder of Documents
Louisiana State Library
P. O. Box 131
Baton Rouge, LA 70821
(504) 342-4929
May 11, 1979

MAINE STATE LIBRARY

NAME OF AGENCY

Maine State Library, Government Publications, Cultural Building, Augusta, Maine 04333.

LEGAL AUTHORITY

ME. REV. STAT. ANN. tit. 1, §§ 501, 501-A.

PLACE IN STATE AND PARENT ORGANIZATION

Department of Educational and Cultural Services
Maine State Library Bureau
Reference Services
Government Publications

STAFF

Sharon A. Hanley, Documents Librarian; 289-3561 -- Full-time -- Professional.

Laurel A. Fuller, Clerk-Typist -- Part-time -- Support.

POWERS & DUTIES

Depository distribution: 18 copies of all state publications are required by the State Library; three copies are retained, (2 for circulation to the public and one copy for permanent non-circulating collection), one copy is sent to the State Law Library, two copies to the University of Maine at Orono, two copies to Library of Congress, and one copy each to nine other college and University libraries in the state and one copy to Portland Public Library.

All Maine documents are cataloged through the OCLC system via NELINET. A classification system similar to the Superintendent of Documents is used.

A semi-annual checklist is prepared from catalog cards and periodical check-in cards. This is sent all over the U.S. and to foreign countries. There is no micro-reproduction system.

DEPOSITORY LIBRARIES

1. State Law Library - partial depository.
2. The Library of Congress - ?
3. One public library - full depository.
4. Ten college/university libraries - partial depositories.

MAINE STATE LIBRARY

DOCUMENTS DISTRIBUTED

For FY year 78-79, there were 946 individual pieces distributed, there were approximately 500 titles. The rest were periodicals. There were approximately 60% of known documents distributed.

They are not distributed to non-depository libraries. These libraries receive a checklist of publications and must request publications from the issuing agency.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Only annual reports of departments, (55 copies) are available on exchange basis. There is a large mailing list for the checklist of state publications. The list is updated every year. Requests for publications must go to the issuing agencies.

DISSEMINATION OF CATALOGING DATA

Maine documents are cataloged through the NELINET system which is part of the OCLC network. The data base input is officially centralized. There is a state agency authority file, but it is in card file only. There is an official classification scheme similar to the Superintendent of Documents. Official classification scheme is not in published form, but hopefully this will be done by 1980.

MICROFORM

There are no state documents in microformat and there are no plans to convert in the near future.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

*See attached statement of law.

Each agency is required to provide 18 copies. There is no publications record officer appointed in the agencies. There are no lists of publications or mailing lists supplied.

CURRENT CHECKLIST

The Checklist of State of Maine Publications is published semi-annually and distributed free of charge by the Government Publications Office of the Maine State Library. They are numbered in order of publication. The last issue was #147 (of which a copy is enclosed), and contained approximately 295 titles. The list is arranged alphabetically by Maine classification system and a list of issuing agencies and their addresses are included at the end. The Checklist has its own mailing list.

PUBLICATIONS OTHER THAN THE CHECKLIST

There are no other bibliographic items being published at the present time.

MAINE STATE LIBRARY

BUDGET

No specific budget for documents. We are included in overall budget for Reference Services.

OUTSTANDING FEATURES OF PROGRAM

MAJOR PROBLEMS OF PROGRAM

We do not meet ALA Task Force Guidelines. Specific problems include lack of space and personnel. There is a problem receiving the required copies of state publications from each department.

CURRENT PROJECTS BEING EMPHASIZED

The State Library is beginning to integrate the Federal documents into the general collection. Space is needed for Maine documents.

WORKSHOPS, SPECIAL PROGRAMS

COUNCILS OR ADVISORY BOARDS

HOPES FOR THE FUTURE

Enough personnel to run this office effectively and efficiently. A system for receiving publications from state agencies automatically.

MARYLAND

NAME OF AGENCY

Maryland has no state documents unit responsible for distributing, cataloging or listing state documents on a statewide basis.

LEGAL AUTHORITY

Annotated Code of Maryland, Article 40 sections 51 and 53. Chapter 689, 1977; Chapter 340, 1973; Chapter 619 Laws of Maryland 1979. The Department of Legislative Reference is to receive two copies of all reports and publications by state agencies. If the agency is required to submit a report to the General Assembly, five copies are sent to the Department. One copy of each report or publication is also to be filed with four libraries, Legislative Reference of Baltimore City and in each county an agency designated by its governing body.

The Department of Legislative Reference is to preserve, catalog and compile a list of all the reports received. The list is to be sent to members of the General Assembly.

PLACE IN STATE AND PARENT ORGANIZATION

STAFF

POWERS AND DUTIES

DEPOSITORY LIBRARIES

In Maryland, the depository libraries are the State Department of Legislative Reference, McKeldin Library at the University of Maryland, Maryland State Law Library, Hall of Records, Enoch Pratt Free Library, Baltimore City Legislative Reference and an agency in each of the 23 counties so designated by each county government.

DOCUMENTS DISTRIBUTED

Department of Legislative Reference received 670 volumes of state and local government publications during fiscal year 1978-79. This does not include serials.

Maryland State Law Library accessioned 480 state titles during fiscal year 1979. This does not include serials.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

The Department of Legislative Reference receives 50 copies of the Maryland Manual for exchange with other states. The State Law Library has an exchange program with state libraries for Session Laws, Annotated Code of Maryland, Maryland Reports and Maryland Appellate Reports.

MARYLAND

DISSEMINATION OF CATALOGING DATA

Cataloging data is not entered in a data base. The Government Reference Service of Enoch Pratt Free Library is currently compiling a state agency authority file.

There is no official classification scheme for state documents.

MICROFORMS

Records Management Division of the Hall of Records has a filming program as do some other state agencies. At this time the microfilming is for preservation of printed documents.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

According to the state code, state agencies are to supply two copies of their publications to the Department of Legislative Reference and one copy to each of the other depositories. Some agencies compile a list of their publications.

CURRENT CHECKLIST

Maryland State Publications Received at the Hall of Records is issued monthly by the Hall of Records. It began about July 1965. Arrangement is by issuing agency. It is distributed free of charge. The most recent issue is June 1979 with 95 titles listed. The list includes periodicals and newsletters.

Maryland Documents has been published monthly since August 1977 by the State Department of Legislative Reference. There is no charge for the list. The latest issue is July 1979, No. 70-7 with 54 state and local government titles. Serials such as magazines and newsletters are listed annually in the January issue. It is distributed to members of the General Assembly, various libraries in the state and to out-of-state libraries.

PUBLICATIONS OTHER THAN CHECKLIST

BUDGET

OUTSTANDING FEATURES OF PROGRAM

MAJOR PROBLEMS OF PROGRAM

CURRENT PROJECTS BEING EMPHASIZED

WORKSHOPS, SPECIAL PROGRAMS

MARYLAND

COUNCILS OR ADVISORY BOARDS

HOPES FOR THE FUTURE

A depository law that would establish a statewide system for collecting, distributing, cataloging and preserving state documents is the goal of those who deal with Maryland state publications. During 1979 the General Assembly enacted Joint Resolution 19 calling for a study of state documents and records. We hope this is the first step toward a state depository law.

Completed by--
Lynda C. Davis, Associate Librarian
Department of Legislative Reference
90 State Circle
Annapolis, Maryland 21401 (301)-269-2871
August 1979

MASSACHUSETTS

NAME OF AGENCY

Massachusetts State Library
State Documents
341 State House
Boston, 02133

LEGAL AUTHORITY

Administrative Memorandum no. 76-5
issued by
Secretary of Administration and Finance on May 12, 1976.

PLACE IN STATE AND PARENT ORGANIZATION

1. Governor
2. Sec. of Educ. Affairs
3. State Librarian
4. Chief, Technical Services
5. Documents Librarian

STAFF

Susan Dow, Documents Librarian, Professional 617-727-2594
Part-time interns, pages, etc.

DEPOSITORY LIBRARIES

Boston Public Library
Worcester Public Library
Springfield City Library
Library, Univ. of Mass., Amherst
Center for Research Libraries
Library of Congress

Depositories get copies of all publications for which we can get copies. They retain those they want and treat them in any fashion they want. 8 additional state college and university libraries receive microfilm copies of the same publications. State Library was the only definitive set of the Commonwealth's publications available, but even that is rather ragged for the 1940's-1960's.

DOCUMENTS DISTRIBUTED

1978
Number distributed: 1750
Number of titles: 402
% of known documents distributed: 41%, excluding State Auditor's reports on each state agency.
Distribution of state publications to nondepository libraries is through the individual state agencies or sometimes through the State Bookstore. Of course, almost everything listed in checklist is available on microfilm subscription.

MASSACHUSETTS

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Titles: 10

All publications available are sent to L.C., even taking priority over depositories. As many publications as possible are sent to the Center for Research Libraries. Out-of-state libraries must request publications from issuing agency or state bookstore as indicated on checklist.

DISSEMINATION OF CATALOGING DATA

State Library began inputting cataloging data for Mass. documents into OCLC Cataloging data base in November 1978. It is not centralized. State agency authority file is being worked on, but is no where near being complete. Most current publication-issuing agencies are included, however. There is no recommended official scheme for classifying Mass. state publications.

MICROFORMS

Research Publications, Inc. of Woodbridge, Conn. 06525 regularly microfilms most publications listed in checklist. Finding device is sequential numbering for each item in checklist. Ten state academic and regional libraries receive this film on a two-year trial basis under the sponsorship of State Library. About eight other private academic and public libraries subscribe to this service.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY REGULATION

State Library is supposed to receive no less than 8 copies of each publication for depository distribution, microfilming and L.C. Library uses records in State Printing Office to enforce regulation and to track down unreceived publications.

CURRENT CHECKLIST

Commonwealth of Massachusetts Publications Received by the Mass. State Library. 1961 -, monthly, now quarterly, free on request from State Library. Jan-Mar 1979 latest issued, 264 titles listed. Arranged by issuing, commissioning, or releasing agency. Offset

OTHER PUBLICATIONS

Massachusetts Executive Department Publications, annual cumulative of above monthly or quarterly bulletins. 1961 -, latest issued 1977. 101 pages. Subject index and many cross references between agencies

BUDGET

Not refined to this level

MASSACHUSETTS

MAJOR PROBLEMS

1. Inconsistency of L.C. main entries with actual name of agency and the problems of L.C. superimposition.
2. Difficulty in acquiring required eight copies for depository distribution.
3. Difficulty in getting agencies to acknowledge requirement to place copies of all studies, reports, etc. in State Library and depositories for public consultation.
4. We conform to all guidelines except 6. and 7. We are working on 6, but 7 is not likely to happen for sometime because size of professional staff in State Library does not permit that kind of total dedication of time. We hope, however, to have one professional documents librarian and two library technicians assigned to her. One will be responsible for State and local publications and one will be responsible for federal documents.

CURRENT PROJECTS BEING EMPHASIZED

1. Establishment of official agency authority file.
2. Eliminating cataloging backlog both in older publications recently acquired and one-year-old backlog of current publications.
3. Recataloging and "cleaning up" cataloging of serial publications which are as usual a mess.

MISSISSIPPI

STATE PUBLICATIONS

DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY

Mississippi Library Commission
Box 3260
Jackson, MS 39207

LEGAL AUTHORITY

Mississippi Code 1972- Title 25 Chapter 51 as amended in Laws 1975, Chapter 347.

Program began in 1966.

The Mississippi Library Commission shall be the state depository for the public records issued by any government agency for public distribution. The libraries of state agencies, public junior colleges, public universities and public libraries in the state may also become depositories when designated as such by the Director of the Library Commission.

All state agencies shall furnish the Library Commission sufficient copies of each document printed which shall be distributed to the depositories.

PLACE IN STATE AND PARENT ORGANIZATION

Director, Mississippi Library Commission
Assistant Director, Library Operations
Recorder of Documents

STAFF

Mrs. Barbara Smith, Recorder of Documents
354-6383
P-1 FTE

POWERS AND DUTIES

The Recorder of Documents prepares a monthly shipping list and a Key Word In Context Index. This Index is published monthly with a semi-annual cumulation in December and a total cumulation in July. Volume I presently covers July 1975-June 1978. The final cumulation of Volume I is projected to cover July 1975-June 1980.

Documents are distributed to the depositories on the last day of the month with the shipping list and KWIC Index.

MISSISSIPPI

DEPOSITORY LIBRARIES

There are 38 depository libraries:

23 Public
10 Academic
3 State Agencies
2 Other

All depositories are full depositories. Regulations for depositories are similar to Federal Depository Regulations. Depositories are not allowed to be selective.

The Library Commission has the official collection for the state.

DOCUMENTS DISTRIBUTED

In 1978, 1508 titles were distributed. 100 % of known documents were distributed but not to all depositories when insufficient copies were received.

We do not distribute to non-depositories in the state.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

The Library of Congress and the Center For Research Libraries receive copies of all documents received in sufficient quantity.

Out-of-state libraries should request on Interlibrary Loan.

DISSEMINATION OF CATALOGING DATA

We do not input documents into a data base.

We don't have a State Agency Authority File except the one the Recorder of Documents uses in the KWIC Index.

The official classification scheme is printed in the KWIC Index.

MICROFORMS

We have postponed the microform program.

STATE AGENCIES AND THEIR DUTIES

State agencies are asked to send 40 copies. Most state agencies have a Public Relations officer. State agencies are asked to send a list of their publications to the Library Commission twice a year. If the publications were not sent to the Library Commission, the Recorder of Documents files a claim for them.

MISSISSIPPI

CURRENT CHECKLIST

Mississippi State Government Publications: a Key-Word-In-Context Index. The latest cumulation covers July 1975-June 1978.

The Index is printed from a computer printout.

There is a separate shipping list.

PUBLICATIONS OTHER THAN THE CHECKLIST

STATE DEPOSITORY FOR PUBLIC DOCUMENTS HANDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES

BUDGET

Not separately stated in agency budget

OUTSTANDING FEATURES OF PROGRAM

The KWIC Index. Promptness of shipments . Shipping list.

MAJOR PROBLEMS

Cooperation of state agencies.

CURRENT PROJECTS BEING EMPHASIZED

Indexing of selected state periodicals. Retrospective indexing of documents received before 1975.

WORKSHOPS, SPECIAL PROGRAMS

None

COUNCIL OR ADVISORY BOARDS

None

HOPES FOR THE FUTURE

More staff. Fuller cooperation of state agencies. Workshops for depository libraries.

MISSOURI STATE PUBLICATIONS

DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY:

Government Document Division
Missouri State Library
P.O. Box 387
Jefferson City, MO 65102

LEGAL AUTHORITY:

Passed in 1976, 78th General Assembly, Second Regular Session, HB 1021, Sections 2-6. 181.100 - 181.140 RSMo (Supp. 1976).

PLACE IN STATE & PARENT ORGANIZATION:

Coordinating Board for Higher Education
|
State Librarian
|
Associate State Librarian
|
Coordinator, Govt. Docs. Div.
|
Documents Clerk — State Documents Lib. Part time help contracted thru the Library Services Center of Missouri.

STAFF:

Maggie Johnson, Coordinator
Govt. Docs. Div.
751-3075
Spends about 1/3 of time on state documents.

John Popko, State Documents Cataloger
751-2564
Full time in state documents

Linda Mattern, Documents Clerk
751-3075
Full time in state documents.

Our shelver spends about 5 hours a month in state documents.

POWERS & DUTIES:

The State Library can request as many copies as needed from the state agencies. Since Missouri does not have a public printer we have publications contacts in almost every agency. At present I think we have about 87 contacts. Most are very cooperative. For the first 2 1/2 years of the program we sent depository shipments every week. This month we are going to start shipping fortnightly. Since most of the topics under this heading are discussed elsewhere I won't repeat myself here. I have enclosed a copy of our State Agency Handbook. Anyone wishing a copy of our State Agency Handbook may request one from the Documents Division, Missouri State Library.

MISSOURI

DEPOSITORY LIBRARIES: We have 10 full depositories, 22 partial depositories, 3 statutory (State Library, State Archives, and Historical Society) and 2 special (Library of Congress and Center for Research Libraries). Twenty-one of the libraries are college or university; eleven are public; the remainder are special or statutory. Regulations regarding the depository program appeared in the Code of State Regulations (6 CSR 20-2). A copy is in the State Agency Handbook. Each library must receive core documents listed in the State Agency Handbook and the Depository Library Handbook. Partial depositories choose on the basis of agency or sub-agency. For example, because our Transportation Dept. is small it has one category for selection, but Consumer Affairs, Regulation and Licensing is broken down into nine categories. The definitive official collections of state documents are at State Archives, the State Historical Society, and from 1971 on, the State Library.

DOCUMENTS DISTRIBUTED: 1148 documents were sent to full depository libraries in 1978. We do not keep statistics by title. It is impossible to estimate how many are not included in the depository system. If we know of them we try to include them.

EXCHANGES & OUT OF STATE DISTRIBUTION: We have no formal mechanism for exchange copies. When we have extra documents we put out an exchange list. LC and the Center for Research Libraries are both full depositories. Out of state libraries must request publications from the issuing agency.

DISSEMINATION OF CATALOGING DATA: Documents sent thru the depository system are cataloged for OCLC. We classify by MoDocs number, LC and Dewey and use AACR and LC subject headings. Full depositories automatically receive a shelflist card from OCLC: shelflists for the partials are sent to the State Library, then distributed to the appropriate libraries. The State Library receives a complete set of cards for the main card catalog and a shelf list and title card for the documents catalog. While the State Library is the "official" cataloging authority any library is free to catalog Missouri documents. We are working on an authority file but it is by no means near completion.

MICROFORMS: We do not distribute any documents in a microformat and have no plans to do so.

STATE AGENCIES & THEIR DUTIES UNDER DEPOSITORY LAWS:

State agencies are required to furnish as many copies as we request. Each has a publications contact, usually the public relation or publications person in the agency. Some have lists of their publications but in a number of agencies the left hand doesn't know what the right hand is doing.

CURRENT CHECKLIST:

In January 1979 we changed the format of the Checklist. In the monthly checklist we no longer list publications which come out more often than twice a year. So the monthly checklist is primarily a list of monographs and new serials. It is arranged by MoDocs number and has a key word, title, and agency index. It is compiled manually and printed from plates at the library. Circulation is about 1200. We are compiling a separate serials list and plan to do an annual index of both the serials list and the monthly checklist. Both lists include both depository and non depository publications. A shipping list is sent with each shipment. It includes agency code, issuing agency, title, and MoDoc number.

PUBLICATIONS OTHER THAN CHECKLIST:

We publish a monthly state documents column in Show-Me Libraries.

BUDGET:

In 1978 we received an appropriation of $20,000 a year from the General Assembly. This covers the state documents librarian's salary, space rental, per hour charges for clerical support, postage, xerox and travel expenses. It does not cover the Coordinator's salary, the clerk's salary nor supplies from the State Library.

OUTSTANDING FEATURES OF THE PROGRAM:

We believe that our use of OCLC is innovative as well as the fact that we supply MoDoc, Dewey, and LC numbers. Another one of our strengths is the cooperation from the state agencies and the cooperation among the libraries.

MAJOR PROBLEMS OF PROGRAM:

One problem is that we do not have an authority file. Other than that we do meet the ALA and Task Force Guidelines. Having so many publications contacts makes life interesting but our communications seems to go fairly well. One side-benefit of the contacts is that we can alert them to other services of the State Library.

MISSOURI

CURRENT PROJECTS BEING EMPHASIZED:	Our recent changes in the Checklist and the new serials list have taken most of our time.
WORKSHOPS, SPECIAL PROJECTS:	We have had one workshop for depository librarians.
COUNCILS OR ADVISORY BOARDS:	We had an Advisory Board when the program was starting but do not have one now.
HOPES FOR THE FUTURE:	A Missouri Documents Statistical Index. Cataloging all docs received before the depository system.
Completed by:	Maggie Johnson Coordinator Missouri State Library P.O. Box 387 Jefferson City, MO 65102 (314) 751-3075 July 13, 1979

MONTANA

NAME OF AGENCY

Montana State Library. State Publications Distribution Center.

LEGAL AUTHORITY

Montana Code Annotated (MCA), 22-1-212

PLACE IN PARENT ORGANIZATION

Montana Department of Education
Montana State Library
State Publications Distribution Center

STAFF

Harold L. Chambers, Documents Librarian (Professional)
(406) 449-3004
Sandra Jarvie, Library Clerk II (Clerical)

POWERS AND DUTIES

It is the responsibility of the State Publications Distribution Center to contact state agencies and arrange for 20 copies of state publications to be made available to the State Publications Distribution Center. State publications that are for sale are restricted to four copies. A weekly shipment list is prepared for each depository shipment. Each new publication is cataloged by the Technical Processing Section of the Montana State Library. A copy of the cataloging information with a suggested Dewey number and suggested L.C. subject headings are sent with the publication to depository libraries.

The Center does have the authority to publish an annual list of state publications. However, this list has not been published since 1974. There has not been the staff to do it.

The Center has no legislative authority to handle microreproduction. However, selected state publications are converted to microfiche (48x) for distribution to depository libraries. The publications selected are those where insufficient copies were received to make full distribution.

DEPOSITORY LIBRARIES

There are currently 17 depository libraries which receive shipments of Montana state publications on a weekly basis. Fourteen of these depository libraries are located in Montana:

Academic - University of Montana (2 copies)
Montana State University (2 copies)
Montana College of Mineral Science and Technology
Eastern Montana College
Northern Montana College
Western Montana College

Public - Parmly Billings Library
Missoula City-County Library
Great Falls Public Library
Glasgow City-County Library
Miles City Public Library
Flathead County Free Library, Kalispell

Special- Montana State Library (2 copies)
Montana Historical Society Library

All of the libraries with the exception of the Flathead County Free Library in Kalispell serve as federation headquarters libraries and make state publications available to libraries in the federation area on interlibrary loan. All libraries receive one copy of each publication unless otherwise noted.

Each depository library signs a contract with the Center. Formal regulations have been adopted defining the length of time that documents received on the depository program must be kept and the regulations also define a procedure for disposing of publications. The regulations also state that each depository library shall be visited annually by the Documents Librarian at the State Library.

All of the depository libraries are considered full depositories. However, this depends on whether the specified number of publications are received in order to make full distribution.

The following libraries have full collections in the State of Montana:

Montana Historical Society Library
University of Montana Library
Montana State University Library
Montana State Library

DOCUMENTS DISTRIBUTED

No statistics have been kept on the number of state publications that have been distributed.

EXCHANGES AND OUT OF STATE DISTRIBUTION

We only exchange with the Washington State Library. The Library of Congress and the Center for Research Libraries are also considered depositories. These libraries receive all publications when we receive sufficient copies to make full distribution. Otherwise, Montana depository libraries come first.

Out-of-state requests come to the Center by interlibrary loan or by requests which have been made directly to an agency and which have been forwarded to the State Library. The Distribution Center is prohibited by law from engaging in general distribution. The materials must only go to depository libraries.

MONTANA

DISSEMINATION OF CATALOGING DATA

Some Montana publications are cataloged by the Washington State Library and the cataloging information is in WLN (Washington Library Network).

Montana does not at present have a State Agency Authority File. However, work is scheduled to begin early this summer to establish such a file.

MICROFORMS

The new 1979 Montana Code Annotated will be available on microfiche. The State Library has converted selected state documents to microfiche for distribution to depository libraries.

STATE AGENCIES AND THEIR DUTIES UNDER THE DEPOSITORY LAW

Each state agency shall upon release deposit four copies of each publication with the State Library... and as many copies as the State Library shall specify for depository purposes. The State Library specifies 20 copies for depository purposes.

CURRENT CHECKLIST

No longer published.

BUDGET

No separate budget for the Documents Distribution Center is provided.

MAJOR PROBLEMS OF PROGRAM

One of the major problems is keeping up with the continual turnover in state government and keeping new personnel and agencies aware of the depository law requirements.

Another major problem is the high cost of printing. Limited copies are printed; therefore, it is not always possible to get the designated number of copies for distribution to depository libraries.

Completed by:
Name: Harold L. Chambers
Title: Documents Librarian
Address: Montana State Library
930 E. Lyndale
Helena, MT 59601
Telephone number: (406) 449-3004
Date: June 5, 1979

NEBRASKA

STATE PUBLICATIONS

DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY

Nebraska Publications Clearinghouse
1420 P Street
Lincoln, Nebraska 68508

LEGAL AUTHORITY

Revised Statutes of Nebraska, 1943. Chapter 51, Sections 411-418
Laws 1972, LB 1284
Effective Date: July 6, 1972

Chapter 51:

Section 411 - Definition of print, state publication, state agency and governmental publications.

Section 412 - Creation and duties of Nebraska Publications Clearinghouse as a division of the Nebraska Library Commission.

Section 413 - Filing of publications by state agencies (changed in 1979, LB 322, effective 8/24/79). Agencies now need to deposit only 4 copies of each publication (was 8 copies).

Section 414 - Establishment of depository libraries.

Section 415 - Publishing an official list of publications with an annual cumulation. The official list shall provide a record of each agency's publishing and show author, agency, title and subject approaches.

Section 416 - Upon request, state agencies will furnish the Clearinghouse with a complete list of their current state publications.

Section 417 - The Clearinghouse shall not engage in general public distribution of either state publications or lists of state publications.

Section 418 - The Clearinghouse shall provide access to local, state, federal and other governmental publications to state agencies and legislators and through interlibrary loan services to citizens of the state.

PLACE IN STATE AND PARENT ORGANIZATION

Nebraska Library Commission

Reference & Information Services

-State Documents Depository System
-State Documents Reference
-Workshops

Technical Services

-Checklist Preparation
-State Documents Processing
-Microfiche Program
-"What's Up Doc?"

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NEBRASKA

STAFF

Susan Kling, Department Head, Reference & Information Services	.2 FTE
Michael Newman, Department Head, Technical Services	.2 FTE
Karen Lusk, State Documents Librarian	1 FTE
Vern Buis, Checklist Editor	1 FTE
Doris Garlow, Technician	1 FTE
Karen Dolph, Student Assistant	.5 FTE

POWERS AND DUTIES

The Clearinghouse is empowered to require state agencies to deposit their publications; to publish a Checklist and to operate a depository system. The Nebraska State Publications Checklist is a bimonthly computer-produced annotated, indexed catalog of State documents. The Clearinghouse also produces annually, the Guide to Nebraska State Agencies for use in conjunction with the Checklist. It contains addresses and phone numbers of State agencies to assist in ordering documents directly from them. All State documents received by the Clearinghouse are converted to microfiche and distributed to State document depositories in this format.

DEPOSITORY LIBRARIES

As of September, 1979, there are three college libraries and six public libraries in Nebraska that are State documents depositories. In addition to these, the Nebraska State Historical Society, the Center for Research Libraries and the Library of Congress are also depositories. All are full depositories. State documents meetings are held once each year. Each depository library has designated an individual to be responsible for its State documents collection. We have no state documents manual for depositories. The Rules, Regulations and Standards serve as the only guidelines.

The Nebraska Publications Clearinghouse was established in 1972, making the collection prior to that date incomplete. The definitive collection for documents before 1972 is probably the collection at the Nebraska State Historical Society, although it has not been cataloged into the Nebraska documents numbering scheme.

DOCUMENTS DISTRIBUTED

For the year 1978, 2398 microfiche were distributed to depositories. Of these, approximately half were distinct titles. All known documents are distributed on microfiche to State document depository libraries. The only exception to this is material for which copyright release cannot be obtained. By law, we cannot distribute documents to libraries other than depositories (RRS 51-417).

EXCHANGE AND OUT-OF-STATE DISTRIBUTION

We receive no titles for exchange or out-of-state distribution. (We do have copies of the Checklist available on an exchange basis.) A microfiche copy and one hard copy of all documents received by the Clearinghouse are sent to the Library of Congress. The Center for Research Libraries receives one microfiche copy of all State documents.

Identification of State documents is through the Checklist, where the availability of each document is indicated in its abstract entry. Individual titles may be borrowed through interlibrary loan from the Nebraska Library Commission or may be obtained directly from the issuing agencies.

DISSEMINATION OF CATALOGING DATA

Some Nebraska documents are cataloged through OCLC, but not on a regular basis. This inputing is not officially centralized. The Nebraska State Publications Checklist is produced via a data base of its own; this data base, however, is not accessible to other uses.

The Guide to Nebraska State Agencies, published annually, serves as Nebraska's authority file and sets forth the official classification scheme. It is available free of charge from the Publications Clearinghouse.

MICROFORMS

The Nebraska Publications Clearinghouse is currently microfiching all documents upon receipt. The filming of state documents is done for the Clearinghouse by the Records Management Division of the Secretary of State's Office. The preparation for filming is done by the Clearinghouse. These microfiche are available on loan from the Nebraska Library Commission or the microfiche can be duplicated and supplied to the patron at no charge.

All state documents are distributed to depositories in microfiche format with the exception of the Nebraska State Historical Society and the Library of Congress which receive a fiche copy and a hard copy of each document.

The Clearinghouse also maintains a hard copy collection (one copy each) of State documents for loan to patrons who cannot or do not wish to use microfiche. By law, the Nebraska Publications Clearinghouse cannot distribute State documents to anyone except depository libraries.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

The authorizing statutes direct agencies to deposit 4 copies of each publication with the Clearinghouse. The statutes further state that the Clearinghouse may ask for additional copies if they are needed for depositories. With the distribution of documents in microfiche format, we only need more than 4 copies when an item is copyrighted and the issuing agency does not grant us copyright release.

State agencies are directed to appoint a records officer (RRS, Chapter 51, Section 413).

The statutes allow us to ask for a list of an agency's publications (RRS, Chapter 51, Section 416).

NEBRASKA

Lists of publications and mailing lists of state agencies were requested from agencies in 1970-71 for use in planning and enacting legislation to create the Clearinghouse.

CURRENT CHECKLIST

Nebraska State Publications Checklist. Vol. 1, No. 1, 1973 —. Bimonthly. ISSN: 0091-0406. $15.00 per year (or on exchange). Issued by Nebraska Publications Clearinghouse. Includes publications issued 1972 --, with retrospective edition in process. Each issue includes approximately 200 titles.

The Checklist consists of an "Index" section and an "Abstracts" section. The Index provides access by subject (LC subject headings), author (personal & corporate), title and series title. The Abstracts section provides bibliographic data, ordering information, and annotations. The Checklist is produced through the State's central data processing facility; inputing is via a CRT terminal. The Checklist is available in both paper and COM editions (48x diazo). A separate shipping list is produced for use with depositories.

PUBLICATIONS OTHER THAN THE CHECKLIST

Gilmore, Sylvia Coral. "The Official Publications of Nebraska." Urbana: University of Illinois, Graduate School of Library Science. 1935. 206pp.

Nebraska Legislative Council. "State Publications in Nebraska." Lincoln: Nebraska Legislative Council, Research Department. Report No. 13, October, 1940. 33pp.

Historical Records Survey. Nebraska. "A Checklist of Nebraska Non-Documentary Imprints, 1847-1876." Lincoln: The Nebraska Historical Records Survey. Division of Community Service Programs. Works Project Administration, 1942. 132 pp. (American Imprints Inventory #26)

Omaha Public Library. "Nebraska Material in the Omaha Public Library." Omaha. 1953. 18pp.

Nebraska Library Commission. "What's Up Doc?". Lincoln. Vol. 1 #1, September, 1973 --. Monthly. Publication of the Government Documents Division, Nebraska Library Commission.

BUDGET

Nebraska Publications Clearinghouse Budget FY 1979-80:

Personnel.....$35,000
- 1½ Librarian II
- 1 Library Technician
- ½ Student Assistant

Operating Expenses.....$65,000
- Communications, data processing, publishing, rent

Supplies	$ 2,000
Travel	$ 1,600
Capital Outlay (files)	$ 5,000
TOTAL	$108,600

These funds pay for the preparation and publication of the Nebraska State Publications Checklist and What's Up Doc?, microfilming of publications received, and the general operation of the department.

OUTSTANDING FEATURES OF PROGRAM

The special strengths of our program are the Checklist and our microfiche program.

MAJOR PROBLEMS OF PROGRAM

There is no distribution center for Nebraska State documents. Demand for these documents is created through the Checklist; patrons must then borrow the publications from us or contact each issuing agency individually for personal copies of documents.

Control of microfiche quality due to the variety of paper and printing quality and colors.

CURRENT PROJECTS BEING EMPHASIZED

Work is progressing on a retrospective Checklist. It will be issued in installments (one per year) and will include any publications issued prior to 1972. Concurrently, a retrospective microfiching project is planned. This project will microfiche all pre-1972 documents in the Publications Clearinghouse collection.

WORKSHOPS, SPECIAL PROGRAMS

The Clearinghouse has emphasized workshops and training for librarians to increase usage of State documents and to make the Checklist a more valuable reference tool. The staff is available to conduct workshops around the state. We have exhibited at Library and Media conferences, presented programs at the state association conventions and local micrographics association, and worked with librarians and their staff throughout the state.

COUNCILS OR ADVISORY BOARDS

The advisory group for Nebraska State documents is composed of those people who administer the program in the various depository libraries. In the case of small libraries, the director may be the group member. In other libraries, it is usually the documents librarian. Finally, the members of the Nebraska Publications Clearinghouse State documents program and the department heads from Reference/Information and Technical Services complete the advisory board. The duties of this board are to make suggestions regarding the addition of state depositories and direction of the program in general.

HOPES FOR THE FUTURE

In addition to a retrospective Checklist, and retrospective microfilming program, we hope at some time to produce a union list of Nebraska documents. This project might ideally be tied to an effort to fill "gaps" in the Clearinghouse collection.

NEVADA

NAME OF AGENCY

State Publications Distribution Center
Nevada State Library
Capitol Complex
Carson City, Nevada 89710

LEGAL AUTHORITY

NRS 378.210

Nevada's checklist began in 1953 and the depository program began in 1968 as a demonstration program. It became official with the passage of AB 215, 1971 Statutes of Nevada, chapter 281, Nevada Revised Statutes 378.150-210. The law provides for from one to fifty copies of each publication of Nevada State, County and City agencies to be deposited with the State Publications Distribution Center. Copies are to be provided nine depositories designated by law.

PLACE IN STATE AND PARENT ORGANIZATION

The State Library of Nevada is an independent executive agency reporting directly to the Governor. The State Library consists of an Office of Administration and three Divisions. The Government Documents Section, of which the State Publications Distribution Center is a part, is a section of the Public Services Division.

STAFF

Robert G. Gray, MLS Director, Public Services Division		702-885-5165
Joan G. Kerschner, MLS Documents Librarian	.50 FTE	702-885-5160
Joyce Lee, MLS Assistant Documents Librarian	.50 FTE	702-885-5165
Linda Leong Library Library Assistant III	1.00 FTE	702-885-5539
Vicki Hembre Senior Clerk Typist	1.00 FTE	702-885-5539
Student	.25 FTE	702-885-5160
CETA Employee	.25 FTE	702-885-5160

POWERS AND DUTIES

The State Publications Distribution Center legislation requires that from one to 50 copies of each State and City and County publication be deposited with the Center for further distribution to eight depository libraries designated by law. It requires the preparation of a checklist. All documents are catalogued based on Anglo-American Cataloguing Rules, classified by SWANK classification system, provided with an average of 2.5 LC subject headings, reproduced in microformat as required for distribution and bibliographic citation maintained in a computer data base from which the Checklist and Microfiche COM catalog are produced.

DEPOSITORY LIBRARIES

Depositories include the State's two major campuses of the University of Nevada System, the three Regional Resource Centers for the Public Library Interlibrary Loan Network, the Legislative Counsel Bureau, the California State Library, and the Library of Congress.

DEPOSITORY LIBRARIES (Continued)

All depositories are considered "full" depositories for the purposes of distribution but any may request that a particular series be deleted from their list. Upon approval of the State Publications Distribution Center, all depositories may weed their collections. By agreement with the Center, the University Libraries maintain the most definitive collection aside from the Nevada State Library.

DOCUMENTS DISTRIBUTED

1978 (approximately) Pieces distributed 20,000, Titles 1,000 85% of known documents distributed.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

All documents available for distribution are sent to the Library of Congress. Center for Research Libraries may receive copies of the checklist upon request and order from it as well.

DISSEMINATION OF CATALOGUING DATA

Cataloguing data is contained only at the University of Nevada System Data Base, which also contains the Intermountain Union List of Serials and many special bibliographies. The responsibility for maintaining this data base lies solely with the Nevada State Library. The data base contains the Nevada State Agency Authority File which will be published separately in 1980. The official SWANK classification scheme is available from the State Publications Distribution Center.

MICROFORMS

All documents issued by the State of Nevada were microfiched for a one year trial program in 1977. The data gathered from that project is currently being evaluated to develop a systematic program for retrospective conversion. Currently, documents are microfiched according to demand for distribution. Microfiche publications are supplied to libraries free upon request from Nevada State Library in a reduction ratio of 27X.

CURRENT CHECKLIST

Nevada Official Publications, Monthly US. ISSN 0028-4106, free to libraries and business firms upon request from Nevada State Library. The latest issue is No. 222 containing 59 new titles. The checklist is computer produced, alphabetical by issuing agency and contains order information and availability symbols. There is a separate shipping list.

PUBLICATIONS OTHER THAN THE CHECKLIST

Publicity Brochures are developed approximately once a year.

BUDGET

The budget of the Distribution Center is intricately involved with that of the Documents Section as a whole for postage, printing, computer time, salaries etc. The budget for the Documents Section as a whole was (excluding salaries) 35,000 for FY 1978-79 and the State Publications Distribution Center was approximately one-third of that plus $10,000 in computer time supplied by University of Nevada System.

OUTSTANDING FEATURES

I feel the program is strengthened statewide because of the existence of a common microform catalog for all libraries and because almost all depositories use the same cataloguing and classification scheme.

MAJOR PROBLEMS

Of course, acquisition is always a major problem. Even with superior cooperation of the State Printing Office and most State Agencies there is always an element of slippage. We do meet Guidelines for Minimum State Servicing of State Documents. Related to acquisition problems is shrinking state budget for supplying an adequate number of copies. Heavier use of microforms will undertake here to meet that problem.

CURRENT PROJECTS BEING EMPHASIZED

We are currently developing a method for automatic input of documents titles into the State's Title Locator Index and Intermountain Union List of Serials. We hope this will make the publications more visable and accessible to the public libraries.

COUNCILS OR ADVISORY BOARDS

The Nevada GODORT chapter acts as an unofficial advisory body to the State Publications Distribution Center.

HOPES FOR THE FUTURE

We are working toward the addition of Nevada documents titles into a major data base such as WLN, RLIN, or OCLC. We are also anticipating changes caused by AACR II will give us the opportunity to restrospectively upgrade the quality of our cataloguing.

NEW HAMPSHIRE

NAME OF AGENCY

New Hampshire State Library
20 Park Street
Concord, New Hampshire 03301

LEGAL AUTHORITY

New Hampshire Revised Statutes Annotated Chapter 202-B. New Hampshire Laws 1973, Chapter 140:3. Effective July 21, 1973.

202-B:1 State Depository Libraries, Designated. The state librarian is authorized to designate no more than twenty-five public and academic libraries as state depository libraries.

202-B:2 Copies of All State Agency Publications. Each state agency shall print twenty-five copies of their publications for deposit with the state librarian. Distribution to depository libraries shall be made thereafter by the state librarian, as soon as practicable.

202-B:3 Definitions. As used in this chapter:
I. "State publication" or "publication" includes any document, compilation, code, register, pamphlet, list, book, report, memorandum hearing, leaflet, order, regulation, directory periodical or serial issued by state, constitutional officers, or any department, division, commission or other agency of the state in print.
II. "Print" includes all forms of duplicating other than by the use of carbon paper.

202-B:4 Distribution Not Required. The state librarian shall not distribute copies of:
I. Joint resolutions, bills, legislative manuals, statutes, and journals as provided under RSA 20;
II. The state reporter and reports provided under RSA 505;
III. Intra-office or inter-office publications and forms.

202-B:5 Duties of Depository Libraries. Depository libraries shall provide adequate facilities for the storage and use of the publications. They shall render reasonable service without charge to qualified patrons who desire to use the publications. They shall catalogue the publications in an acceptable fashion.

PLACE IN STATE AND PARENT ORGANIZATION

New Hampshire State Library
Division of Technical Services

NEW HAMPSHIRE

STAFF

Mrs. Eleanor O'Donnell, Librarian II, Telephone 603-271-2316
(professional FTE 50%)
Clerical support staff FTE 20%

POWERS AND DUTIES

Agencies deliver 25 copies of all publications to State Library. State Library routinely pursues delivery of any publications not received due to oversight, new staff, etc. State Library prepares shipping list, catalogs all documents, and distributes documents once monthly, or at greater frequency as required, to all designated depository libraries. Checklist is prepared biennially in accordance with statutory law: in preparation for this letters are sent by State Librarian to all government agencies for verification of all items published in preceding two years. Checklist is published and distributed by State Library. Sets of catalog cards are provided for each document (unless continuations) and included with document distribution. Bimonthly publication by State Library contains annotated list of selected State publications, prepared by Documents Librarian. There is no microreproduction program of State documents at present, although legislation for such has been introduced in the last two sessions of the General Court. In addition, under separate statutory law, all agencies are required to deposit three copies of all publications with the State Library.

DEPOSITORY LIBRARIES

There are 18 State document depository libraries, as follows: 10 larger public libraries, 8 academic libraries. All are full depositories, with the exception that where it is not possible to obtain copies of any given State document, priority distribution is made to six libraries listed in priority order (four academic, two public libraries).

The Agreement form signed by the designated State Document Depository Libraries states:

"AGREEMENT

This library hereby agrees to its official designation as a State Document Depository Library effective (date) as outlined in Chapter 140, Laws of New Hampshire, 1973.

DEPOSITORY LIBRARIES (continued)

This library hereby agrees to abide by the following conditions:

1. Will receive, classify, catalog, process and house all State Documents sent to it monthly by the New Hampshire State Library.
2. Will make these documents available to all persons desiring to consult them.
3. Will discard no such State Documents without permission of the New Hampshire State Library, with the exception of older editions or superseded publications.
4. Will assist the New Hampshire State Library, from time to time, in evaluating the effectiveness of the State Document Depository Library System."

Depository libraries do not select documents.

The definitive, official collections for the State are maintained by the New Hampshire State Library.

DOCUMENTS DISTRIBUTED

Distribution for Fiscal Year 1978 was 5,580 pieces representing 310 titles. Percentage of known documents distributed: 100%. The State Library does not distribute documents to non-depository libraries within the State. Non-depository libraries may request specific publications directly from the issuing agency.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Only specific titles, e.g. session laws, RSA's, House and Senate Journals, and Reports are available on exchange (varies from 18 to 86 copies). These are also sent to Library of Congress (plus other publications). Out-of-State libraries request individual titles from issuing agency.

DISSEMINATION OF CATALOGING DATA

Cataloging data is not at present included in any data base, but will in 1979 be included in OCLC, Inc. Responsibility for inputting to be officially centralized with the State Library.

The State Library maintains a state agency authority file. Documents are classified by DDC.

NEW HAMPSHIRE

MICROFORMS

No microreproduction program at present.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Copies of publications furnished for depository libraries: 25.
No publications record officers are appointed by agencies.
Lists of publications are supplied on request of the State Library as each biennial checklist is prepared for publication.

CURRENT CHECKLIST

Title: Checklist of New Hampshire State Departments' Publications.
Dates Covered: July 1, 1974 - June 30, 1976 (currently in preparation: July 1, 1976 - June 30, 1978).
Frequency: Biennial.
ISSN: None.
Price: NC.
Issuing Agency: New Hampshire State Library.
Latest Number Issued: Not numbered; instead, dated.
Number of Titles Included: Over 800.
Arrangement: Alphabetically by issuing agency using key word of agency name.
Method of Production: Photo offset.
Separate Shipping List: Yes.

PUBLICATIONS OTHER THAN THE CHECKLIST

Regular column of selected State publications, with annotations, is published in bimonthly newsletter entitled GRANITE STATE LIBRARIES.

BUDGET

Salaries	$ 9,098.00
Current Expenses	1,674.00
TOTAL FY 1979	$10,772.00

OUTSTANDING FEATURES OF PROGRAM

None, other than it is workable and has been a very important program since its establishment.

NEW HAMPSHIRE

MAJOR PROBLEMS OF PROGRAM

Materials are not always sent to the State Library automatically, and it is not always known what has been published. The Library finds out through the press or word of mouth. As a result much time is spent on the telephone chasing them down from the agencies. Sometimes it is too late to get enough copies for all depository libraries. Some agencies do not print enough copies of documents which have been done under special grants, and often these are the most important from the standpoint of the citizen user.

CURRENT PROJECTS BEING EMPHASIZED

Publication by the State Library of an index to all State publications 1973 to date, from computer printout. Compiled by the University of New Hampshire Library. Index is by subject, key word, title, issuing agency.

WORKSHOPS, SPECIAL PROGRAMS

Staff development session.

COUNCILS OR ADVISORY BOARDS

The advisory group is comprised of the chief librarians of the depository libraries. Its function is to assist the State Library in evaluating the effectiveness of the State Document Depository Library System. Meetings are held as necessary.

Completed by
Name: Mrs. Avis M. Duckworth
Title: State Librarian
Address: New Hampshire State Library, 20 Park Street, Concord, NH 03301
Telephone Number: 603-271-2392
Date: June 18, 1979

NAME OF AGENCY

New Jersey Reference Section
New Jersey State Library
(185 West State Street)
P.O. Box 1898
Trenton, NJ 08625

LEGAL AUTHORITY

N.J.S.A. 52:14-25.1 and -25.2
L. 1967, c. 162
The current depository program was begun with the enactment of the original legislation in 1957, which required that 25 copies be made available for distribution. Current legislation requires "all state officers, departments and commissions or committees" to deposit "with the New Jersey State Library for general reference use... and for exchange purposes at least 75 copies of each" published annual report, special report, serial "or other publications of a general informational character." A formal, depository network is not spelled out in the statutes.

PLACE IN STATE AND PARENT ORGANIZATION

New Jersey Department of Education
Division of the State Library, Archives and History
Bureau of Law, Legislative and General Reference
New Jersey Reference Section

STAFF

Robert E. Lupp, NJ Documents Librarian (609) 292-6294 (Head of Section)
Janet Tuerff, NJ Documents Librarian (609) 292-6294
Margaret Nizolek, NJ Documents Librarian (609) 292-6294
Peggy Ferriolo, Principal Library Assistant
Elizabeth Tettemer, Library Assistant
William Kerr, Cataloger, assigned to Technical Services Bureau, does the cataloging for all NJ documents, spends approximately 45% of his time on cataloging NJ documents and related Jerseyana materials.

DEPOSITORY LIBRARIES

The New Jersey state documents depository library network currently consists of 27 college libraries, 10 county libraries, 18 public libraries and 7 out-of-state libraries. All are full depositories. They all have agreed to receive everything we are able to obtain for them. The current guidelines for the program state that the libraries must "provide service to patrons wishing to use State documents," and documents must be arranged "in an orderly manner, but need not be cataloged." The guidelines also specify that documents must be kept indefinitely with the following exceptions: ephemeral items may be discarded "when no longer of use," transcripts of public hearings may be discarded after five years, and mimeographed serials may be discarded after two years. These guidelines are currently being reviewed with the goal of having formal regulations promulgated by the spring of 1980. In naming depository libraries, the goals are:
(a) to provide access to State documents to New Jersey citizens through the state's library network and the academic community; and (b) to provide access to NJ documents for the nation's researchers through recognized research facilities. With this in mind, all the New Jersey academic libraries were originally offered depository status although not all accepted it. Also, all the New Jersey Area Reference Libraries have been automatically offered depository status as they were designated area libraries. As appropriate, other academic and public libraries have been named depository libraries based on geographical patterns and demonstrated interest in and need for the documents. Because all depository copies of documents are now being distributed, new depository designation becomes available only when a library relinquishes its depository designation. Documents are also sent to a number of out-of-state libraries as described in the "Exchanges" section. The "definitive, official collection" of New Jersey State documents is in the New Jersey State Library. Other excellent collections are those at the Newark Public Library's New Jersey Room, Rutgers University's Alexander Library, and the Fairleigh-Dickinson University, Rutherford, Messler Library.

DOCUMENTS DISTRIBUTED

In 1978, approximately 48,000 items representing roughly 450 titles were sent out on deposit. 85 titles were unavailable for distribution to any of our depository libraries. An additional 45 titles were available to us in sets of less than 75 copies. The number of titles completely missed by us is unknown. For most documents, the State Library handles the distribution only for the depository network. Requests for copies from non-depositories are normally handled by the issuing

agency with the exception of legislative hearings and reports which the State Library frequently handles. Our Checklist of Official New Jersey Publications indicates where requests for copies should be sent. It should be noted that bills, laws, the Senate Journal and the Assembly Minutes are excluded from the official depository program.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Seven out-of-state libraries are sent New Jersey documents as part of our depository program. As with the in-state depositories, these receive everything we are able to send them. The New York State Library and the California State Library have formal documents exchange agreements with New Jersey. Two copies are sent to the Library of Congress, three copies to the Council of State Governments, and a single copy to the Center for Research Libraries. The two large cities bordering on New Jersey also receive documents on deposit: copies are sent to the New York Public Library's PAIS Index unit and to the Free Library of Philadelphia. Out-of-state libraries should request items as indicated on our Checklist. If they are working from other indexes, they should send their requests to the issuing agency. Copies of almost all documents can be borrowed from the New Jersey State Library on interlibrary loan.

DISSEMINATION OF CATALOGING DATA

The State Library has been entering catalog copy for New Jersey state documents into OCLC since the summer of 1977. Although there has been no official designation, the State Library is the de facto official input into OCLC for New Jersey documents. There is no state agency authority file; work was started on one early in 1978, but it will take many years to complete. There is no official classification scheme that the depositories must use. However, the State Library has developed and uses a subject classification system rather than one based on issuing agency. A description of this system is available on request from the New Jersey Reference Section. The State Library also offers catalog copy free to the depository libraries for the items they receive. This policy and its procedures were revised early in 1979; 37 depository libraries now receive this catalog copy service. A computerized system for handling documents of all types is the CODOC system, which is developing some popularity in New Jersey. This is not yet a central data base system, as each institution using it has been building its own file of records. The main attraction of the CODOC is that it allows all levels of documents--local, state, federal, international--to be handled easily in one system. For more information, contact Wilson Stahl, Library, Richard Stockton State College, Pomona, NJ.

MICROFORMS

Microformat has not yet become a normal method of publication within New Jersey's state government. The subject has been raised several times by state agencies concerned about rising printing costs; however, no firm steps have been taken to produce documents in microform. So far, only one document has been distributed to our depositories in microfiche.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State law (see LEGAL AUTHORITY, above) requires that state agencies supply 75 copies of their publications to the depository program. The lack of a central State printer, or even one designated publications officer for each department, means that the actual obtaining of these documents requires constant effort. In many cases, because of small print orders or because the law was unknown to the issuing agency, fewer copies are actually supplied for distribution.

CURRENT CHECKLIST

The Checklist of Official New Jersey Publications, ISSN 0146-0838, began publication in 1965. It appears six times a year and reports the documents received by the State Library in the two months preceding the date of the issue. The current issue is volume 15, number 2, March 1979. It continues the year's report of documents, excluding periodicals, to 145. Volume 14 reported a total of 404 documents, excluding periodicals. Annual reports are reported as received, and a cumulative list of them appears in the September issue. Periodicals are reported in the January and July issues. Arrangement is by issuing agency with full heirarchy. A subject index was begun with the 1975 annual index and beginning in January 1976 a current volume index was begun. The Checklist is currently mimeographed. A shipping list for depository shipments was instituted in September of 1978.

PUBLICATIONS OTHER THAN THE CHECKLIST

New Jersey Reference--Some Basic Sources, compiled by Robert E. Lupp. New Jersey Division of the State Library, Archives and History. 1978, 3p. ("From the State Library: Special Bibliography #9").

Popular Names Index to New Jersey State Documents, compiled by the New Jersey Reference Section, Division of the State Library, Archives and History. 1977, 7p.

BUDGET

There is no separate budget for the depository program. All costs of the depository program, the Checklist, staff, support services, travel, education, and incidental materials and supplies come from the budget of the Law, Legislative and General Reference Bureau.

OUTSTANDING FEATURES OF PROGRAM

Outstanding features of our program include the number of depository libraries we supply--62, the fact that we offer catalog copy for material sent, the use of a delivery service for most libraries in New Jersey, and the provisions of a shipping list with each numbered shipment.

MAJOR PROBLEMS OF PROGRAM

Our two major problems are (1) the U.S. Postal Service and the problems it causes us in our shipments that must go by mail and (2) the constant effort required to identify, locate and obtain copies of state publications.

CURRENT PROJECTS BEING EMPHASIZED

Most recent changes in our program have been small ones such as supplying shipping lists. We have been attempting for several years to change over to a computerized production of the Checklist. Our major current project is to revise our informal regulations for depositories and to issue them formally.

WORKSHOPS, SPECIAL PROGRAMS

We have held no formal programs of our own in recent years; however, members of the section have participated in several regional workshops on documents.

COUNCILS OR ADVISORY BOARDS

None.

HOPES FOR THE FUTURE

Computerize the Checklist. Input all owned New Jersey documents into OCLC. Provide in-depth consultation and workshop programs for New Jersey depository libraries.

Completed by --
Name: Robert E. Lupp
Title: NJ Documents Librarian
Address: NJ State Library
185 West State Street
Trenton, NJ 08625
Telephone number: (609) 292-6294
Date: May 10, 1979

NEW MEXICO

NAME OF AGENCY

New Mexico State Documents Depository Clearinghouse
New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503

LEGAL AUTHORITY

NMSA 78 supp. 18-2-4.1 chapter 140 of the New Mexico Laws of 1978. The depository program began January, 1979. The State Library shall develop and administer a state publications distribution center for a depository library system. Up to 25 copies of each publication issued by New Mexico State agencies shall be sent to the State Library. For sale items are not included in the coverage.

PLACE IN STATE AND PARENT ORGANIZATION

New Mexico State Library - Information Services Resources and Systems Division - Information Services Section - Documents Department - State Documents Depository Clearinghouse.

STAFF

Sandra K. Faull, Documents Librarian, half-time, State Documents Professional, Tina Rivera, Library Technician, full-time, para-professional, Pamela Bowker, Clerk III, full-time until July 1, 1979, non-professional. (505) 827-2033.

POWERS AND DUTIES

The State Documents Depository Clearinghouse receives publications from the state agencies, catalogs the material, processes the documents including listing the classification number on the documents for those libraries that use it, reproduces catalog cards for those libraries that want cataloged documents, prepares shipping lists, packs up shipments and sends to the mail room. The clearinghouse provides the New Mexico classification number and the Library of Congress subject heading for each publication listed in the Monthly List of Rules Filed which is issued by the State Records Center and Archives. The clearinghouse maintains a separate mailing list of libraries who wish to receive the Monthly List and pay for postage.

DEPOSITORY LIBRARIES

Eight (8) Public Libraries, eight (8) College or University Libraries. Currently all 16 depositories receive everything. There is no partial depository program available. Formal rules for depository libraries have been established. The rules cover the following topics: space, records of receipt, reference service, public access, interlibrary loan, claims, retention, training and termination. There is no basic list or core collection. New Mexico State Library, The New Mexico State Records Center and Archives and the New Mexico State University, Las Cruces Library have the definitive collections in New Mexico.

DOCUMENTS DISTRIBUTED

January-April 1979, 251 pieces, 129 titles. 60% of known documents distributed. Extra copies of publications sent to the Clearinghouse are made available to non-depository libraries through gift and exchange lists.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

There is no policy or program for exchange of New Mexico state publications. 2 copies of all depository material are sent to the Library of Congress. The Center for Research Libraries receives one copy of all depository materials. Out-of-state libraries should go directly to the issuing agency for an individual title request.

DISSEMINATION OF CATALOGING DATA

New Mexico State publications are entered into the OCLC data base by three University Libraries which are state depositories. This responsibility is not offically centralized. A statewide committee is currently working on a state agency authority file which we hope will be complete by mid-1980. There is an official classification scheme, it is entitled the New Mexico State Documents Classification System and is available free on request from the clearinghouse.

MICROFORMS

Spanish Archives for New Mexico 1621-1821, 23 rolls of film, $299.00 postpaid; Mexican Archives for New Mexico 1821-1846, 43 rolls of film, $559.00 postpaid and Territorial Archives for New Mexico 1846-1912, 189 rolls of film, $2,457 postpaid. These sets are available from New Mexico State Records Center and Archives, 404 Montezuma, Santa Fe, New Mexico 87503. Individual rolls of microfilms can be purchased at $13.00 per roll. Available from University Microfilm International; New Mexico Business 1953 - microfilm, New Mexico Historical Review 1926 - microfilm, New Mexico Quarterly 1931-1969 - microfilm, New Mexico Wildlife 1961 - microfilm, available from Microfilm Corporation of America, New Mexico (formerly New Mexico Highway Journal) 1923 - microfilm. The clearinghouse does not have a micropublishing program.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies are required to furnish 22 copies of their publications. Liaison offices in each agency which were appointed to the State Record Center and Archives have assumed a similar role with the clearinghouse. Lists of publications and mailing lists have not been supplied.

NEW MEXICO

CURRENT CHECKLIST

New Mexico State Records Center and Archives. Publications Division. Publications and rules filed month of ( ). Santa Fe 1968, $6.00 annually. Latest issue August-December 1978, 843 titles in latest issue. Arranged alphabetically by issuing agency with street address. Each entry includes title, data of publication and New Mexico classification number. A subject index using Library of Congress subject headings is provided. The State Records Center and Archives sends to the State Library a rough draft of the list. The clearinghouse checks it to make sure all publications received are included. Then the classification number is added to each entry. This is returned to the Records Center and Archives and they do a finished copy. The clearinghouse has prepared the subject index and adds page and column numbers once the final copy is received. The publication is then sent to the printer. The clearinghouse prepares a separate shipping list for each depository shipment.

PUBLICATIONS OTHER THAN CHECKLIST

New Mexico Educational Finance and Cultural Affairs Department, State Library Division, New Mexico Selected List, Santa Fe, 1979--bi-monthly.
New Mexico Educational Finance and Cultural Affairs Department, State Library Division, New Mexico Document Express, Santa Fe, 1979--irregular.
Faull, Sandra, "State Documents Depository Announced" , NMLA Newsletter Vol. 7 No. 1, February, 1979, page 11.
Faull, Sandra, "State Documents Program Begins" NMLA Newsletter Vol. 6 No. 5, December, 1978, page 2.
Gray, Sarah, "State Documents Depository Workshop Enlightening" NMLA Newsletter Vol. 6 No. 5, December, 1978, page 7.

BUDGET

July 1978 - April 30, 1979

Personal Services	11,312.35
Employee Benefits	1,463.09
In-state travel	400.31
Supplies	143.85
Contractual Services	64.08
Capital Outlay	2,754.95
Out-Of-State travel	1,561.31
Total to date	$17,599.94

OUTSTANDING FEATURES OF PROGRAM

Each person designated responsible for state documents in the depository libraries must receive basic training in state documents provided by the clearinghouse. The emphasis of the training program is on the reference value of state documents. Public relations materials including posters of the classification scheme and an ode praising government publications have been developed and mailed out to libraries in New Mexico. A video-tape explaining the state depository system has also been developed and used at the State Library convention and the training workshop.

OUTSTANDING FEATURES OF PROGRAM CON'T

The cooperation which has developed between the State Records Center and Archives and the State Library has freed the clearinghouse staff from duplication of effort in bibliographic control and increased the services we can provide to the depositories.

MAJOR PROBLEMS

An exchange policy for state documents with out-of-state libraries needs to be developed. The legislation to set up the depository program took more than 20 years to become law. Although the program is now law, the staff positions have not been made permanent. The funding is tight and the program may have to be drastically cut or even suspended if staff is cut.

CURRENT PROJECTS BEING EMPHASIZED

State Agency Authority File Committee is working very hard to collect all major authority files on New Mexico state agencies so that a uniform authority file can be established. The microfilming of the state library's shelflist and subject card catalog for state documents will be completed sometime this summer with microfiche copies available to all depository libraries. Additional copies may be purchased for the contractor for about $82.00. A logo has been developed from the depository program. Exploration of production of this symbol to be prominently displayed by dispository libraries is on-going. Also a current project is the development of a poster which is a map of New Mexico that shows the locations of all federal and state depository libraries. This poster will be distributed to all libraries in the state.

WORKSHOPS, SPECIAL PROGRAMS

Workshops on the proposed depository library system were provided in the fall of 1978 in Santa Fe, Albuquerque, Las Cruces, and Portales. The program of the New Mexico Library Association Documents Committee at the state convention in March 1979 was devoted to the progress of The New Mexico State Documents Depository System. State Documents basic training was given to persons responsible for state documents from the depository libraries in Santa Fe on April 30, 1979. Topics included discussion of services provided by clearinghouse and improvements needed, tour of physical facilities, and hands-on experience with state documents and reference questions.

COUNCILS OR ADVISORY BOARDS

The New Mexico Depository Library Council has been set up to advise the clearinghouse on the state depository program. Each depository library has designated a representative to this council, plus the documents librarian of the clearinghouse is an ex-officio member of the council. The council is in the process of developing by-laws.

HOPES FOR THE FUTURE

The State Record Center and Archives and the State Library are in the process of exploring a joint micropublishing program for state documents. If the program becomes a reality, the number of documents becoming available for the depository system will increase and more than 25 libraries can be depositories for state documents. A Public Relations Librarian has been hired at the State Library. The clearinghouse staff hopes to be able to work with her to develop a major promotional campaign for government documents throughout the state.

Compiled by:

Sandra K. Faull
Documents Librarian
New Mexico State Library
P.O. Box 1629
Santa Fe, New Mexico 87503
(505) 827-2033
May 9, 1979

1. Name of Agency

The Gift & Exchange Section has overall responsibility for the distribution and listing of State documents.

Monographic and serial catalogers are responsible for conducting a bibliographic search and establishing the issuing agency in the N.Y.S. Authority file.

Both operations are under the overall control of the Principal Librarian in charge of Collection Acquisition and Processing.

Correspondence address: New York State Library
Gift & Exchange Section
CEC, ESP
Albany, NY 12230

2. Legal Authority

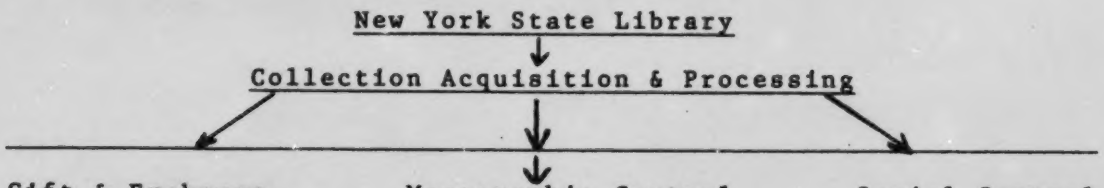
A. Acquisition of state documents

1. Education Law. Section 250. Duplicate Dept. Laws of 1947.
2. Legislative Law. Section 47, subdivision 2. Journals, bills and documents. Laws of 1955.
3. Printing and Public Documents Law. Section 6, subdivision 3. Department printing. Laws of 1955.

For details of laws cited above see attached photocopies from McKinney's Consolidated Laws of New York.

B. There is no legal mandate for the State Library to distribute or list state documents. The State Library has distributed State publications to libraries in State and on exchange to other states since the mid-19th century.

3. Place in State and Parent Organization



4. Staff

A. Gift & Exchange Section

Henry Ilnicki, Senior Librarian (518) 474-5933

Linda Palmiotto, Senior Clerk-acquisition (518) 474-7492

Paul Zeh, Senior Clerk-Checklist compiler (518) 474-3854

Joseph Pickett, Principal Clerk-distribution (518) 474-5953

B. Monographic Control

Herman Kanders, Senior Librarian (518) 474-7866

Olive Ransom, Assistant Librarian (518) 474-5563

C. Serial Control

Richard Weaver, Senior Librarian (518) 474-7868

Joan Gucz, Assistant Librarian (518) 474-5563

5. Power & Duties

The Library's distribution program depends on an adequate supply of N.Y.S. agency publications. These are obtained as follows:

A. Automatically-by law

B. Solicitation by the Gift & Exchange Section

C. Donations by agencies/individuals

Since the laws are inadequate for the Library's purposes, the ultimate success of the state document acquisition program depends on the good will of the issuing agency.

5. Cont'd.

Monographs and serials received by the Library are checked against the G&E files. Items not needed for the Library's collection are added to the distribution stock. New items are sent to the monographic/serial cataloger. The cataloger conducts a bibliographic search and establishes the issuing agency in the New York State Authority file. Entries are established according to the standard Anglo-American Cataloging Code as opposed to the simplified hierarchical entries used prior to March 1977, for example:

1. Pre-March 1977 entry style

EDUCATION DEPT. Division of Research. Bureau of Occupational Education Research. Elementary and secondary education vouchers; an analysis, October 1970. [1971] 31 p. Mimeo.

2. Current Entry style

EDU 710-4 ELESE

New York (State) Bureau of Occupational Education Research.
Elementary and secondary education vouchers, an analysis. Albany, 1970.
iii, 31 p. 28 cm.

When cataloging is completed, the publication is returned to G&E for updating records. A 4 part 3x5 set is prepared (one copy for typing the Checklist, one for the title entry, one for the cataloger's in-process file, and one for the G&E Documents Distribution Center File). At a predesignated date each month the Checklist is typed, proofread and sent to the Department's Publication Office for duplication. Following the receipt of the stock, the Checklist is distributed.

When the Checklist is ready for distribution, the Gift & Exchange Section contacts Research Publications, Inc. of New Haven, Connecticut. R.P.I. dispatches a camera operator to film documents cited in the released Checklist. The microfilm issue of the Checklist is available by subscription only from Research Publications, Inc., 12 Lunar Drive, Woodbridge, CT 06525.

Prior to the distribution of the Checklist, depository items (double starred entries) and publications for distribution on special mailing lists (single starred entries) are shipped to libraries.

Libraries which receive our Checklist but are not on a depository or a special mailing list can request a copy of a title cited as available for distribution on a first come, first serve basis as long as our stock permits. Charges are applicable where cited. Libraries which receive a copy of a title prior to its being cited in the Checklist should not request an additional copy. By requesting an added copy, they deprive other libraries of an opportunity to acquire a needed title. An additional copy is available for a nominal fee, prepaid. Private libraries may also purchase a copy of publications available for distribution on the same basis.

6. Depository Libraries

A. Types of Libraries:

	Out of State	In State	Totals
Public	24	36	56
College & University	37	39*	76
Law, Legislative, etc.	24	30	54
	85	101	186

* 24 State and City University of New York libraries are open to the public for use of state documents.

B. Kinds of Depositories:

Full	20	52	72
Selective	39	62	101
Legislative document	5	8	13
	64	122	186

There are no formal regulations for depository libraries. The purpose of the depository plan is to make official publications more easily available to the public, to increase the speed of distribution and to eliminate the necessity of extensive correspondence, including interlibrary loan.

At least one library in each county or region in New York State is designated as a depository. Each depository is expected to serve the region in which it is located. In addition, major research and university libraries, court libraries and selected libraries in and outside of the State may be designated.

Publications distributed are annual reports of departments, boards, and commissions as they are available for distribution. In addition, Legislative documents and other official publications are distributed if they are received in sufficient quantity.

Full depositories will receive all double starred items cited in each monthly issue of the Checklist. Selected depositories will receive those items chosen for the needs of their particular collection. Legislative document depositories will receive only the legislative document series.

Depository documents may be disposed of only after the State Library is first given an opportunity to reclaim them. If the State Library has no need for the documents offered for disposal, they are offered to other libraries within the State, or, if out of State, within a region of the country.

There is no basic list or core collection requirement for a New York State depository collection. Other than the New York State Library, there are no libraries with a definitive official collection for New York State documents. However, there are a number of the

larger public, college and university libraries in State and elsewhere with significant in-depth collections of legislative documents. Practically all have strong 19th century collections. Coupled to the depository sendings, which began in 1955, or a subscription of the microfilm issue of the Checklist, which began in September 1974, these local libraries should be able to serve the serious student of NYS government without the delays and frustrations experience with interlibrary loan.

For titles of high public interest received in limited quantity, the Gift & Exchange Section makes an arbitrary distribution. This is based on geographical location which will allow public access to the publication. The public access will depend on the quantity of a title received for distribution.

7. Documents Distributed

A. 1978/79 60,066 pieces

B. Number of titles listed 1128*

Number of titles distributed 145

Percent of titles distributed 13%

For depository and non-depository libraries within the state, the State Library maintains mailing lists for selected state publications, for example, Governor's Public Paper, New York State Museum and Science Service Bulletins, Map and Chart Series, Judicial Decisions of the Commissioner of Education, the Bookmark, Checklist of Official Publications of the State of New York, etc.

Libraries are added to the mailing list on request, based on their particular collection needs and provided the mailing list is not closed.

*mostly monographs

8. Exchanges and Out-of-State Distribution

Generally all depository titles and those available via special mailing lists are available to exchange partners in other states. Institutions in New York State issuing publications of interest to the State Library are expected to send a copy of each title on exchange.

The Library of Congress, Center for Research Libraries, National Library of Canada receive a copy of each State document available for distribution.

In state and out of state libraries with which we have an exchange may request in writing a copy of any starred publication cited in the monthly Checklist. For information regarding the availability of unstarred publications, libraries must contact the issuing agency. Address information is supplied in each issue of the Checklist.

If the State Library knows that an agency does not have specific titles available for distribution, this information will be indicated at the end of the citation. In such cases, the library interested in obtaining a copy of a specific title should contact the State Library via their interlibrary loan librarian. If the archival copy in the State Library does not circulate, a photocopy will be sent and reproduction charges will be levied accordingly.

9. Dissemination of Cataloging Data

Input of cataloging data is officially centralized in the Acquisition and Processing Bureau of the State Library. This data is added to the OCLC system as each document is cataloged.

A New York State Document Classification scheme was developed in 1976. It is loosely based on the federal SUDOCS classification.

The entries cover the entire history of the State, including agencies no longer in existence. However, this list does not include all agencies which have existed because new entries for recataloged

items could introduce additional entries if and when such items are subjected to cataloging review. Likewise for newly created agencies.

An example and brief explanation of the New York State Classification System is as follows:

New York State Classification System

AUD
200.3-4
TIMHC
77-9324

AUD = 1st 3 letters of the keyword of agency
200.3 = Agency code number
* -4 = Monograph
TIMHC = 1st 3 letters of 1st word of title,
1st letter of second significant word,
1st letter of third significant word

* -1 used for reports (instead of title on 2nd line the date covered by the report is used).

-2 is used for hearings (instead of title on second line, date of hearing is used).

-3 is used for serials other than reports.

An authority list of New York State's official main entries exists on 4 microfiche cards which include key word references. These were filmed in 1977. Classification changes are cited in the Checklist each month. The microfiche copy of the authority list may be ordered from the Principal Librarian, New York State Library, Collection Management and Data Base Services, CEC, ESP, Albany, NY 12230 at $5.00 per copy, prepaid. Checks should be made payable to the New York State Library.

10. Microforms

All New York State documents cited in the Checklist of Official Publications of the State of New York each month since September 1974, with the exception of copyright items, are available on 16mm film. Subscription information may be obtained from Research

Publications, Inc., Lunar Drive, Woodbridge, Connecticut 06525.

Documents are not distributed to depositories or any other libraries in microformat.

11. State Agencies and Their Duties Under Depository Laws

State agencies may furnish 1 or more copies of their publications. Usually the stock printed by an agency is arbitrarily determined by budgetary limitations. Even where an agency has "successfully" estimated and satisfied the demand for its publication, its success insofar as related to libraries, may be undermined by the State Library's effort to obtain a stock for distribution to its depositories/special mailing lists. In the ultimate analysis the State Library must depend on the issuing agency's good will for a supply of its publications.

Each agency has a public information officer. This individual generally serves as a conduit for obtaining copies of an agency's publications.

A limited number of agencies issue lists of their publications. These are not always updated. Agencies maintain mailing lists based on their needs. These may be restricted by budgetary limitations.

12. Current Checklist

Title: Checklist of Official Publications of the State of New York.

Issued monthly. Latest issue: Volume 33, no. 6.

ISSN: 0077-9296

$1.00 in-State subscription per year.

$1.50 out-of-state

$2.50 foreign

Issued by: New York State Library
Gift & Exchange Section
CEC, ESP
Albany, NY 12230

See enclosed copy for arrangement, etc. No separate shipping list enclosed with depository publications.

Cumulations

Volumes 1-15. October 1947-June 1962 (cover title: Official Publications of the State of New York) $10.00

Volumes 16-21. July 1962-December 1967. $1.50

Volume 22. January-December 1968. $1.50

Volume 23. January-December 1979. $1.50

Volume 24. January-December 1970. $1.50

Volume 25. January-December 1971. $1.50

The monthly issues of the Checklist were not cumulated after 1971. The cumulation was superceded in part by the Dictionary Catalog of Official Publications of the State of New York, September 18, 1973. to December 24, 1976. See enclosed copy for special features, etc.

13. Publications Other than the Checklist

Two bibliographies not in Palic's Guide are as follows:

New York State Library, Albany, Gift & Exchang Section
Dictionary Catalog of official publications of the State of New York cataloged by New York State Library from Dec. 18, 1973 to Sept. 24, 1976. 1977. 267 p. $2.50

A five year cumulation, 12/18/73-12/29/78, is in preparation. Future plans call for a quarterly and annual issue, in addition to the five year cumulations.

New York State Library, Albany. Manuel D. Lepez.
Bibliography of the history of libraries in New York State: Supplement 1968-1972. 1976, 83 p. (Bibliography Bulletin no. 86). $1.00

Supplements the author's Bibliography of the History of Libraries in New York State. 1971, by the Journal of Library History, School of Library Science, Florida State University, Tallahassee, Florida (its State Bibliography Series no. 3)

No newsletter or regular documents column issued.

14. Budget

$950,000 - Collection, Acquisition & Processing for FY 1979-80.

880,000 - Books

30,000 - Temporary Services

60,000 - Permanent staff

10,000 - Printing

15. Outstanding Features of Program

With the assistance of other sections in the Library, the Gift & Exchange Section centralizes the acquisition of NYS documents, compiles the most complete and comprehensive list of NYS documents generated anywhere, and distributes documents to libraries throughout the State and elsewhere on exchange more effectively and efficiently than any other State agency.

16. Major Problems of Program

There are laws specifying the deposit of State documents within the State Library. However, as indicated previously, these laws are too weak to insure the deposit of every document generated by the State. Only where agencies are aware of the Library's needs and their budgets permit, does the acquisition and distribution of State documents tend to succeed. The lack of a State printer and a limited staff make it impossible for the State Library to reach every potential agency publisher effectively for the acquisition of documents.

There is no law designating the distribution of State documents. The State Library maintains a distribution program as a service to the people of the State and on exchange elsewhere for the acquisition of needed research material.

One professional is assigned to the State documents function with a supporting clerical staff of 7.

17. Current Problems being Emphasized

Although attempts to propose legislation have been made by individuals within the Legislature, Executive, and the State Library, nothing has gotten out of the committee stage.

18. Workshops, Special Programs

No programs or workshops have been held by the State Library because of staff shortages.

19. Councils or Advisory Boards

Comments regarding our State documents program are received from practicing librarians. Wherever possible, within budgetary constraints, improvements are implemented.

NORTH CAROLINA

Depository Distribution and Bibliographical Programs

NAME OF AGENCY

Department of Cultural Resources
Division of State Library
Attention: Documents Branch
109 East Jones Street
Raleigh, North Carolina 27611

LEGAL AUTHORITY

General Statute 147-50.1 (1979 Session Laws, C.591).

On 21st day of May 1979, the North Carolina General Assembly ratified House Bill 241. House Bill 241 changed the method by which state documents are to be filed with the State Library and the Library of Congress. Under the old law (G.S. 147-50) state agencies were not required to deposit their publications with the State Library (or other libraries under G.S. 147-50), unless requested first by library (or libraries) on an individual title basis. The new law makes it clear that every state official and every head of a state department, institution, or agency issuing any document, report, directory, statistical compendium, bibliography, map, rule, regulation, newsletter, pamphlet, brochure, periodical, or other publications, shall deposit five copies with the Division of State Library of the Department of Cultural Resources. What the new law has done is to delete the Division of State Library and the Library of Congress from the G.S. 147-50 (the old depository law), and change the term from "on request" to "shall deposit five copies with Division of State Library" (two of which are forwarded to the Library of Congress). House Bill 241 for the first time establishes a comprehensive definition of state documents (this also includes consultant studies).

PLACE IN STATE AND PARENT ORGANIZATION

The Documents Branch is a part of Information Services Section, which is one of the four sections under the Division of State Library. The Division of State Library is one of three divisions under the Department of Cultural Resources. The Secretary of Cultural Resources is directly responsible to the Governor of North Carolina. (For further clarification see the attached Table of Organization.)

STAFF

Nathaniel O. Boykin, State Documents Librarian (FT) - (919)733-3343
Earlean Strickland, Library Technical Assistant (PT) - (919)733-3343

POWERS AND DUTIES

The Division of State Library has no responsibility for depository distribution. That is a matter between the requesting library and the issuing agency; however, in House Bill 241 the Division of State Library is to publish and distribute the Checklist of publications received from state agencies. The distribution shall be made to all requesting libraries without charge.

Cataloging of state documents is an important function of the Documents Branch. As state documents are received from the agencies, they are cataloged and our classification number assigned to each document as soon as possible. Our classification scheme was adapted from the Federal Government Sudoc number. Our classification number is composed of the following:

A. A letter and a number are given for each issuing agency:

D 1: North Carolina Parole Commission

D 5: Department of Correction

D15: Division of Youth Development

D40: Prison Enterprise

D55: Division of Adult Probation and Parole

B. A number code for the various types of publications. The following are some number code breakdowns:

1:	Date	Annual
2:	CT	General publications (unnumbered or of a miscellaneous nature)
3:	Nos	Bulletins, monographs, and catalogs
4:	Nos	Circulars
5:	CT	Laws, including those administered by the agency
5/2:	CT	Discussion of the law

The State Library is not presently involved in any form of microreproduction. We are now looking at the possibility of microreproduction for the future.

DEPOSITORY LIBRARIES

The current depository system under General Statute 147-50 designates seventeen libraries (all academic) as depositories for state documents, but each depository library must first request their documents directly from the issuing agency. Deposit is not automatic, but only "on request."

DOCUMENTS DISTRIBUTED

All state documents are distributed directly from the issuing agency to each requesting depository under G.S. 147-50.

Since House Bill 241 (G.S. 147-50.1) was ratified, the State Library is receiving around 3,000 titles per year. We cannot establish the percentage of known documents distributed. Non-depository libraries within our state must also request each document needed directly from the issuing agency.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

The State Library is not involved with any gifts and exchanges. The Gifts and Exchanges Section, Wilson Library, University of North Carolina, Chapel Hill is responsible for out-of-state gifts and exchanges. If the State Library receives more than five copies from an issuing agency, the extras are sent to them for their program.

DISSEMINATION OF CATALOGING DATA

There is no cataloging data available for state documents on any data base; however, it is our hope within the next two years to input state documents into SOLINET. To bring this into reality we are currently working on a name authority file for state agencies as well as updating our classification manual. The classification manual should be completed by 1 January 1980.

MICROFORMS

There are only two state agencies which make use of their publications in some type of microreproduction. They are the Department of Labor which issues their annual report in this format and the Department of Human Resources, Division of Health Services, which issues their public health statistics in this format.

All state documents are distributed from the issuing agencies in hard copy form only. You may request microfiche from the issuing agencies.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Under General Statute 147-50 every state official and every head of a state department, institution or agency issuing any printed report, bulletin, map, or other publication shall "on request" furnish copies of their publications to the following (named) institutions. Across from their name is the number of copies that each institution of higher learning is to receive upon request. The total number of copies designated to each in G.S. 147-50 was 86; because of House Bill 241, that amount is now reduced to 81.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS (continued)

There are no publications record officers appointed by state agencies; however, the Records Section under the Division of Archives and History has a publications record officer for archival purposes. This includes published and unpublished documents by agencies. This information does not circulate. It remains in the State Records Center of the Division of Archives and History.

In 1977 there were 20 departments, 160 divisions, 219 distinctive sections, 216 boards, commissions and committees; of these only five have supplied some form of publications list or a mailing list.

CURRENT CHECKLIST

Our present title of the Checklist is North Carolina Publications: A Checklist of Official State Publications. As of 1 January 1980 the Checklist will have a new name, The Checklist: Of Official North Carolina State Publications. The ISSN will be 0193-94321. Under House Bill 241, all requesting libraries will receive free copies of the Checklist. The last issue of the Checklist was number 156, and the total number of titles was 154.

The Checklist: Of Official North Carolina State Publications is edited by the Documents Branch of the Division of State Library. The Checklist is published on a bimonthly basis and contains approximately 150 to 250 new titles received from state agencies. The arrangement of the Checklist is alphabetical by key word title of departments, divisions, sections, university branches, and other authorities in state government. Serials are listed with classification number in the May-June and November-December issues. The Checklist is indexed annually. Prices of publications are given when available. We also include our classification numbers for all titles and serials in order to speed the interlibrary loan requests. Material in the Checklist should be requested directly from the issuing agency and not from the State Library.

PUBLICATIONS OTHER THAN THE CHECKLIST

None

BUDGET

FY 1979-80

Salaries	Not Available
Equipment	$500
Communication:	
Phone	$380 per year
Mail	$350 per year
Copying and printing: Checklist	$750 per year

NORTH CAROLINA

OUTSTANDING FEATURES OF PROGRAM

The outstanding feature of our program is to provide for the basic document information needs of our legislators, state agencies, government employees, private industries, libraries (college, public, and special), personal researchers (in-state and out-of-state), and the citizens of North Carolina. For state government to function properly, its administrators and employees must have readily accessible the best and most current information available. Government publications appear to be the information resource in greatest demand by state agencies. We are trying very hard to see that this need is met.

MAJOR PROBLEMS OF PROGRAM

Our major problem is personnel. We do meet ALA and Task Force Guidelines, except for completing our state agency authority file.

CURRENT PROJECTS BEING EMPHASIZED

Our project for this year (1979-80) is the completion of the state agency authority file.

WORKSHOPS, SPECIAL PROGRAMS

A workshop in North Carolina State Statistics (sometime in 1980).

COUNCILS OR ADVISORY BOARDS

We do not have an advisory group for our programs.

HOPES FOR THE FUTURE

Completed by --

Nathaniel O. Boykin
State Documents Librarian
Division of State Library
109 East Jones Street
Raleigh, North Carolina 27611

(919)733-3343

November 1979

OHIO

STATE PUBLICATIONS
DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY: State Library of Ohio, Documents Section,
65 S. Front Street, Columbus, OH 43215

LEGAL AUTHORITY: O.R.C. 149.11; 3375.02

PLACE IN STATE AND PARENT ORGANIZATION: The State Library of Ohio, Information Resources and Services Division, Documents Section.

STAFF:

Clyde Hordusky,	Documents Specialist	- 614-466-9511	P
Regina Wizemann,	Documents Assistant	- 614-466-9511	N
Matthew Lawry,	Documents Clerk	- 614-466-9511	N
Margaret Harris,	Clerk	- 614-466-9511	N

POWERS AND DUTIES:

All state documents issued for public use are collected and distributed to 85 state depositories. A monthly shipping list, quarterly and annual cumulations are issued providing cataloging information for monographs.

DEPOSITORY LIBRARIES:

There are 33 public, 27 academic, 5 special, 20 state, and 1 federal library in the Ohio depository system, all partial depositories. Each library is expected to retain documents for 5 years and check with the State Library before discarding. There are no basic care requirements; the intent is to make documents easily available in all areas of the state. The State Library and the Ohio Historical Society have the definitive official collections.

DOCUMENTS DISTRIBUTED:

In Fiscal Year 1978, 50,582 state documents were distributed, approximately 750 titles. Copies are available to non-depository libraries on request. 129

EXCHANGES AND OUT-OF-STATE DISTRIBUTION:

We are not involved in exchange but documents are available upon request. Library of Congress and Center for Research Libraries are depositories.

DISSEMINATION OF CATALOGING DATA:

Cataloging data is included in the OCLC data base for depository monographs. Responsibility for inputting is not officially centralized. There is no state agency authority file. There is an official classification scheme available from the State Library.

MICROFORMS:

Not applicable.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS:

The law requires 150 copies; we ask for 100. Status of publications record officer, lists of publications and mailing lists vary from agency to agency.

CURRENT CHECKLIST:

Ohio Documents. Issued quarterly from 1971 to date. ISSN: 0147-2542. Free . State Library of Ohio. Vol. 9, No. 1. Jan-March 1979. Arrangement is by issuing agency. Cumulates from the first issue of the year. Separate shipping list.

PUBLICATIONS OTHER THAN CHECKLIST:

Ohio. Historical Society. Union Bibliography of Ohio Printed State Documents, 1803-1970. The Society, Columbus, 1973.

BUDGET:

Not applicable.

OUTSTANDING FEATURES OF PROGRAM:

Provision of consultant services to depositories in state, specialized reference services to state agencies, classification of Ohio documents and listing of availability on OCLC.

MAJOR PROBLEMS OF PROGRAM:

Obtaining publications from agencies.

CURRENT PROJECTS BEING EMPHASIZED:

Classification of older documents. Reorganization of the collection and recataloging of the collection.

WORKSHOPS, SPECIAL PROGRAMS:

Not applicable.

COUNCILS OR ADVISORY BOARDS:

Not applicable.

HOPES FOR THE FUTURE:

We hope to start including more publications from the legislative branch of Ohio government. They are excluded from the current depository law except for selected publications.

We also would like to start conducting workshops and special programs geared to the use of government documents.

Completed by:
Name: Clyde Hordusky
Title: Documents Specialist
Address: The State Library of Ohio, 65 S. Front St., Columbus, Ohio 43215
Telephone number: 614-466-9511
Date: April 26, 1979

OKLAHOMA

NAME OF AGENCY

Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 Northeast 18th Street
Oklahoma City, Oklahoma 73105

Phone: 405/521-2502
In-state WATS phone: 1-800/522-8116
TWX 910-831-3178

LEGAL AUTHORITY

Title 65 Oklahoma Statutes, Supplement 1978, Sections 2-113.1 to 3-115; Title 74, Oklahoma Statutes, Supplement 1978, Section 20; Title 74, Oklahoma Statutes, Supplement 1978, Section 3104; Title 74, Oklahoma Statutes, Supplement 1978, Section 3106.1; Title 75, Oklahoma Statutes, Supplement 1978, Section 57.

Oklahoma Session Laws, 1978, Chapter 165, p. 311-381 (House Bill No. 1714).

The Oklahoma Publications Clearinghouse was created as a division of the Oklahoma Department of Libraries effective July 28, 1978. The Director of the Department is authorized to adopt rules and regulations. It is the duty of the Publications Clearinghouse to establish an Oklahoma government publications depository library system for the use of the citizens of the State of Oklahoma. The deposit of state agency and sub-state planning district publications is required. Each agency is to designate a Records Officer and to provide a list of its publications twice a year. The Clearinghouse is to maintain a collection, distribute publications, and prepare and publish official lists of the publications. The Publications Clearinghouse is empowered to exchange legal publications with other states.

PLACE IN STATE AND PARENT ORGANIZATION

The Oklahoma Department of Libraries is a department of state government under Title 65, Oklahoma Statutes, Section 2. A seven member Oklahoma Department of Libraries Board is appointed by the Governor. The Director, who is the State Librarian and State Archivist, is appointed by the Board. The Publications Clearinghouse is a division of the Oklahoma Resources Branch, which also includes: the Archives and Records Division and the Oklahoma Collection. The Oklahoma Publications Librarian supervises the Oklahoma Publications Clearinghouse and the Oklahoma Collection.

STAFF

Brown, Betty J., Oklahoma Publications Librarian
405/521-2502, Ex. 56 FTE Professional
Sullivan, Vicki, Assistant Oklahoma Publications Librarian
405/521-2502, Ex. 57 FTE Professional
Walker, Nancy, Typist Clerk II
405/521-2502, Ex. 57 FTE Non-Professional

RELATED STAFF

Clark, Robert L., Jr., Director, Oklahoma Department of Libraries
405/521-2502, Ex. 31 FTE Professional
Owens, Virginia, Head, Oklahoma Resources Branch
405/521-2502, Ex. 54 FTE Professional

POWERS AND DUTIES

1. To establish an Oklahoma government publications depository library system for the use of the citizens of the State of Oklahoma.
2. To collect state publications from every state agency and to retain and preserve permanently a minimum of four copies of all such publications.
3. To enter into contracts with other libraries within the State of Oklahoma whereby the Publications Clearinghouse designates the contracting library to be a depository library.
4. To determine the necessity of and to make arrangements for the conversion of state publications to microfilm or microfiche.
5. To prepare and publish official lists of all state publications.
6. To determine the quantity of each publication of a state agency, in excess of twenty-five, required to meet the needs of the Publications Clearinghouse depository system and to notify each agency of additional required quantity.
7. To distribute copies of all state publications.
8. To receive and maintain, for exchange with the official libraries of each of the other states, territories and possessions of the United States, a minimum of fifty copies of all state legal publications.
9. To aid in the maintenance of a law library within the Department to serve the state officers, agencies, and members of the Oklahoma Legislature; and
10. To compile and maintain a permanent record of all state publications caused to be published from and after the effective date of the act (July 28, 1978).
11. To notify the members of the Legislature of the receipt of annual, semiannual or biennial reports.

OKLAHOMA

DEPOSITORY LIBRARIES

TYPE OF LIBRARY	FULL OR PARTIAL	NO. OF LIBRARIES
State	full	1
State Archives	full	1
Legislative Reference	partial	2
University	full	6
University	partial	2
Public	partial	7
Library of Congress	full	1
CRL	full	1
Law (out-of-state exchange)	partial	84

Statutory obligations of the depository libraries are found in Title 65, Oklahoma Statutes, Supplement 1978, Section 3-113.3. 3. The contracting library agrees to receive and maintain the full and complete collection of such publications and not to dispose of any such publication without prior approval of the Publications Clearinghouse, to provide adequate facilities for the storage and use of such publications and to provide free services to its patrons in the use of such publications. The Rules and Regulations, Oklahoma Publications Clearinghouse, adopted by the Department Board on October 19, 1978, provide that Oklahoma libraries may request status as "Total Depositories" or "Core Collection Depositories."

Libraries approved as "Total Depositories" will receive copies of all state publications deposited with the Clearinghouse, when there are a sufficient number of copies. Libraries approved as "Core Collection Depositories" will receive copies only of those publications designated by the Clearinghouse as core publications, including copies of state publications deposited by the substate planning district in which the participating library is located.

The depository libraries which have the definitive, official collections for the State of Oklahoma are:

Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries
Archives and Records Division, Oklahoma Department of Libraries
Documents Division, University of Oklahoma Libraries
Documents Division, Oklahoma State University

DOCUMENTS DISTRIBUTED

January-December 1978, 35,800 documents were distributed. 3,000 titles were distributed. This is approximately 75%

DOCUMENTS DISTRIBUTED (Contd)

of known documents. There is no distribution to non-depository libraries in Oklahoma.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Legal publications are made available for exchange to official libraries in other states, territories, and possesssions of the United States. One copy of each title is exchanged. Titles are as follows:

Oklahoma Bar Journal (weekly)
Oklahoma Decisions (4-5 vols/year)
Oklahoma Gazette (administrative rules and regulations) (semimonthly)
Oklahoma Session Laws (annual)
Oklahoma Statutes (decennial)
Oklahoma Statutes Supplement (annual)
Digest of Opinions of the Attorney General (monthly)
Opinions of the Attorney General (annual)
Compiled laws and miscellaneous legal publications

The U.S. Library of Congress, State Documents Section, and the Center for Research Libraries receive two copies and 1 copy respectively of all state publications deposited with the Oklahoma Publications Clearinghouse, when there are a sufficient number of copies. Out-of-state libraries may request individual titles from the issuing agency, or through interlibrary loan, as circulating copies are available.

Out-of-state libraries may request individual titles on interlibrary loan as follows:

1. The Oklahoma Department of Libraries will accept requests through OCLC.
2. Requests may be made by TWX 910-831-3178.
3. Requests may be made by mail addressed to Interlibrary Loan, Oklahoma Department of Libraries, 200 N.E. 18th St., Oklahoma City, OK 73105

For interlibrary loan, please cite checklist entry number if known as given in Oklahoma Government Documents: Documents Received During the Month.

DISSEMINATION OF CATALOGING DATA

Input of cataloging data to the OCLC system for Oklahoma government documents began with a special project during 1977

DISSEMINATION OF CATALOGING DATA (Contd.)

contracted by the Department of Libraries to AMIGOS Bibliographic Council. Cataloging resumed in January 1979 with an agreement between the Oklahoma Department of Libraries and East Central State University Library, Ada, Oklahoma. The latter institution catalogs the state publications and inputs the holdings codes for the two libraries. The official published authority file is:

Tomberlin, Irma. Official Headings for Oklahoma State Publications. Dallas, AMIGOS Bibliographic Council for the Oklahoma Department of Libraries, December 1977; reprinted by the Oklahoma Department of Libraries.

Other published authority sources are:

Cramer, Rose Fulton, comp. Author Headings for the Official Publications of the State of Oklahoma. Revised and extended by Carolyn Curtis Mohr. Chicago: American Library Association, 1954. Out of print.

Oklahoma Department of Libraries. Legislative Reference Division. Oklahoma State Agencies, Boards, Commissions, Courts, Institutions, Legislature and Officers, as of June 30, 1978. Minneapolis, West Publishing Company, 1978. (annual) Available from the Oklahoma Department of Libraries while supply lasts.

Oklahoma State Legislative Council. Boards, Agencies and Commissions in the Executive Branch of the Oklahoma State Government; A Compendium. Oklahoma City, October 1975. Out of print.

Oklahoma State Election Board. Directory of Oklahoma, 1977. Oklahoma City, 1977. (biennial) Out of print.

There is no official classification scheme for Oklahoma government documents. The Oklahoma Department of Libraries has contracted with Irma Tomberlin, Professor, School of Library Science, University of Oklahoma, to survey existing classification schemes for state documents and to make recommendations.

MICROFORMS

The Oklahoma Publications Clearinghouse has no program for reprinting the state documents in microformat, and therefore,

MICROFORMS (Contd.)

no program for distribution in microformat. The Opinions of the Attorney General are available on microfilm from the Archives and Records Division, Oklahoma Department of Libraries.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Duties are sent forth in Title 65, Oklahoma Statutes, Supplement 1978, Section 3-114 and Title 74 Oklahoma Statutes, Supplement 1978, Section 3106.1. Every agency, authority, department, commission, board, institution, office or officer of the state, except institutions of higher education, who issue or publish, at state expense, regardless of form, any book, chart, document, facsimile, map, paper, periodical, report, serial, survey or any other type of publication, including statutes, statute supplements and session laws, shall immediately deposit copies with the Publications Clearinghouse. Every state agency shall designate one (1) of its staff members or employees as the records officer for the agency and notify the Publications Clearinghouse of the identity of such records officer or the identity of any new records officer should a change occur.

Each records officer of each state agency shall have the duty to provide the Publications Clearinghouse with copies of all state publications of the agency to compile and forward to the Publications Clearinghouse required lists of the state publications of the agency, and to provide other related information as may be requested by the Publications Clearinghouse for the collection of state publications and the depository library system.

Upon release of a state publication by an agency, the records officer shall deposit a minimum of twenty-five (25) copies of the publication with the Publications Clearinghouse for record and depository system purposes. Additional copies shall be deposited when required by the Publications Clearinghouse.

The records officer shall notify the Publications Clearinghouse of the production of audiotapes, videotapes, films, filmstrips, slides and other audiovisual material. Every state agency shall preserve one (1) copy of each such audiovisual publication or the records officer shall deposit one (1) copy of each such audiovisual material with the Publications Clearinghouse for preservation.

Every state agency, including all institutions of higher education, shall provide to the Publications Clearinghouse a

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS (Contd.)

complete list of its state publications, including all audio-visual publications, in accordance with the rules and regulations of the Publications Clearinghouse

CURRENT CHECKLIST

Oklahoma Department of Libraries. Oklahoma Resources Branch. Oklahoma Publications Clearinghouse. Oklahoma Government Documents. monthly, gratis, no ISSN. v. 1, nos. 1-6, July-December 1977; v. 2, nos. 1-12, January-December 1978; v. 3, no. 1, January 1979, 270 titles; v. 3, no. 2, February 1979, 185 titles; v. 3, no. 3, March 1979, 197 titles.

Oklahoma Government Documents is a checklist of Oklahoma's government publications which have been received during the month by the Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries. The arrangement of the checklist is by issuing agency, alphabetically by the key word in the agency's name. Issuing agencies include state agencies, state/federal cooperating agencies, substate planning districts, and any state institutions of higher education. Publications issued by state institutions of higher education are listed in a separate section of the checklist, also arranged by issuing agency. Other documents relating to Oklahoma are also listed.

Titles are arranged alphabetically under subdivisions of agency. An entry number precedes each title. For example the entry number 79-0457 is the 457th title listed in 1979. The prefix of the entry number changes each year. An asterisk or other code precedes the entry number to indicate distribution to depository libraries.

The Assistant Editor compiles and types the first draft; the Editor edits the draft; the Typist-Clerk types the final copy on oversize paper 14" x 17", which is reduced to 74% on 8½" x 11" paper on a Xerox 9200.

Documents are shipped to depository libraries approximately weekly or biweekly, or when a small holding area is full. A shipping list is prepared for each shipment to the depository libraries in Oklahoma. The list is numbered and dated; for example: Shipping List 79-12 is the 12th list in 1979, dated April 23, 1979. The list is arranged alphabetically by key word of issuing agency; titles are arranged alphabetically under name of agency.

PUBLICATIONS OTHER THAN THE CHECKLIST

Monographs

Blessing, Patrick J. Oklahoma: Records and Archives. Tulsa: University of Tulsa, c1978. (University of Tulsa Publications in American Social History, Number 1).

Oklahoma Department of Libraries. Oklahoma Government Documents Catalog, 1970-1977. Dallas: AMIGOS Bibliographic Council for Oklahoma Department of Libraries, December 23, 1977; reprinted by Oklahoma Department of Libraries. 2 sheets microfiche, 42x.

Oklahoma Department of Libraries. Rules and Regulations, Oklahoma Publications Clearinghouse. Adopted 10-19-78. Oklahoma City: Oklahoma Department of Libraries, October 1978; reprinted in larger format by Oklahoma Department of Libraries, January 1979.

Oklahoma Department of Libraries and Oklahoma Historical Society. State Records, Manuscripts, and Newspapers at the Oklahoma State Archives and Oklahoma Historical Society, by John Stewart and Kenny A. Franks. Oklahoma City: Oklahoma Department of Libraries and Oklahoma Historical Society, August 1975.

Oklahoma Legislature. An Act...Creating the Publications Clearinghouse as a Division of the Oklahoma Department of Libraries. Enrolled House Bill No. 1714. By Morgan of the House and York and Funston of the Senate. Passed the House of Representatives the 3rd day of April, 1978, Passed the Senate the 28th day of March, 1978. Approved by the Governor of the State of Oklahoma the 10th day of April, 1978. Signed by: Wm. P. Willis, Speaker of the House of Representatives; Lee Cate, Acting President of the Senate; David L. Boren, Governor of the State of Oklahoma; Jerome W. Byrd, Secretary of State. 13p.

Oklahoma State Legislative Council. Fiscal Services Division. Postaudit Section. "Oklahoma Documents," Performance Audit: Oklahoma Department of Libraries, submitted to the Subcommittee on Fiscal Operations. Oklahoma City: Oklahoma State Legislative Council, May 30, 1977, p. 24-26, 3.

Tomberlin, Irma. Official Headings for Oklahoma State Publications. Prepared under a grant from AMIGOS Bibliographic Council for the Oklahoma Department of Libraries. Dallas: AMIGOS Bibliographic Council, December 1977; reprinted by Oklahoma Department of Libraries.

PUBLICATIONS OTHER THAN THE CHECKLIST (contd.)

Monographs (contd.)

Tomberlin, Irma R. State Documents Collections in Oklahoma, by Irma R. Tomberlin for AMIGOS Bibliographic Council. Dallas: AMIGOS Bibliographic Council for Oklahoma Department of Libraries, November 1977; reprinted by Oklahoma Department of Libraries.

Newspaper Articles

Graham, Lee O., Letter to the Editor, from Lee O. Graham, Librarian, Oklahoma City Public Schools, The Oklahoma Observer, Thursday, May 25, 1978.

Hinton, Mick, "Paper Tiger Ready to Pounce," The Sunday Oklahoman, April 30, 1978, p. 1-2.

"How About Just One Copy?" Editorial, The Daily Oklahoman, Thursday, May 4, 1978.

McClure, Charles R., "Depository idea lauded," Letter to the Editor, from Charles R. McClure, Assistant Professor, OU, The Norman Transcript, Wednesday, May 17, 1978.

Montgomery, Ed, "Publications Law Rules to Be Aired," The Daily Oklahoman, Tuesday, August 29, 1978, p. 5.

Serial Publications

McClure, Charles R., "The State of Oklahoma State Documents," documents to the people, v. 6, no. 6, November 1978, p. 231-232.

Oklahoma Department of Libraries, "Check the List," ODL Source, v. III, no. 3, March 1978, p. 4. Special Annual report issue, FY 77.

Oklahoma Department of Libraries, "Clearinghouse Established," ODL Source, v. III, no. 8, August 1978, p. 2.

Oklahoma Department of Libraries, "Oklahoma Documents Division," ODL Source, v. II, no. 1, January 1977, p. 5. Special Annual report issue, fiscal year 1976.

Oklahoma Department of Libraries, "Publications Clearinghouse," ODL Source, v. III, no. 12, December 1978, p. 4. Special Annual report issue, fiscal year 1978.

PUBLICATIONS OTHER THAN THE CHECKLIST (contd.)

Serial Publications (contd.)

Oklahoma Department of Libraries, "Rules for Clearinghouse Approved," ODL Source, v. III, no. 11, November 1978, p. 4.

Oklahoma Department of Libraries, "Walker Named Chairman," ODL Source, v. III, no. 11, November 1978, p. 4. Relates to "newly created Advisory Council to the Publications Clearinghouse."

Oklahoma Legislature, "Libraries--Publications Clearinghouse --State Publications," Oklahoma Session Laws, 1978. Thirty-Sixth Legislature, second regular session, convened January 3, 1978, adjourned sine die April 28, 1978. St. Paul, Minn., West Publishing Co., c1978. Chapter 165, H.B. No. 1714, p. 311-318.

Oklahoma Legislature. Oklahoma Statutes, 1978 Supplement. (Supersedes 1977 Supplement). Containing laws of a general and permanent nature; 33rd Legislature, second regular session, 1978; directly supplementing Oklahoma Statutes 1971. Official edition. St. Paul, Minn., West Publishing Co., c1978. p. 1342-1343, 1609-1610, 1713-1714, 1736-1738.

BUDGET

Oklahoma Publications Clearinghouse
Budget FY79
(July 1, 1978 - June 30, 1979)

Salaries (3 FTE's, including benefits)	$42,000
Travel	1,125
Postage (first-class)	180
Office Supplies	500
Office Equipment	0
Telephones	150
Publication of Checklist (direct costs)	3,662
Total Budget FY79	$47,617

Breakdown - Publication of Checklist (direct costs)

Bulk postage (913 copies monthly @ $.07 est.)	$ 767
Printing in-house (Xerox 9200, includes paper) (Average 18 pages x 12 months x 1,000 copies)	2,730
Mailing labels (913 labels x 12 @ $0.015)	165
Total Publication of Checklist (direct costs)	$3,662

BUDGET (contd.)

Notes: Administrative or indirect costs are not included in budget figures. Travel includes staff travel and reimbursement to out-of-town members of the Advisory Council to the Oklahoma Publications Clearinghouse for travel to regular meetings.

OUTSTANDING FEATURES OF PROGRAM

1. Legislation is current, with enforcement provisions.
2. The Advisory Council allows communication with both libraries and government agencies.
3. Provides for statewide depository program, with at least one depository library in each of the eleven sub-state planning districts to serve Oklahoma citizens.
4. Supported by the Oklahoma Library Association, the Oklahoma League of Women Voters, and the current Governor.

MAJOR PROBLEMS OF PROGRAM

1. Not enough staff.
2. Not enough space.
3. Some depository libraries do not have access to OCLC.
4. Some government agencies do not comply with laws for deposit of publications.
5. There is no official classification for Oklahoma government documents.
6. Some depository librarians are not familiar with state government documents and their usefulness.
7. Deposit minimum is too rigid. Legislation does not provide for any deposits of fewer than 25 copies, except in the case of audio-visual materials.

CURRENT PROJECTS BEING EMPHASIZED

1. Continuation of determining core collection publications through the Advisory Council.
2. Consultation with various agencies to ensure an understanding of the law and regulations relating to Oklahoma government publications.
3. Consultation with depository libraries.
4. Cataloging of Oklahoma government publications, with bibliographic data put into the OCLC data base--a cooperative project of the Oklahoma Department of Libraries and East Central State University Library, Ada, Oklahoma, beginning January 1979.
5. Survey of classification schemes for state documents. Development of a classification scheme for Oklahoma government publications.

CURRENT PROJECTS BEING EMPHASIZED (contd.)

6. Meetings of the Advisory Council to the Oklahoma Publications Clearinghouse every two months.
7. Production of public relations informational materials about the Clearinghouse program for government agencies, libraries, and the general public in Oklahoma.
8. Publication of the monthly checklist, Oklahoma Government Documents.
9. Preparation of two or more shipping lists each month for depository libraries in Oklahoma.
10. Establishing bibliographic data, processing, and shelving of retrospective documents, both the official collection and gifts.

WORKSHOPS, SPECIAL PROGRAMS

Meeting of depository librarians and Advisory Council librarians for a panel presentation and discussion of problems, March 30, 1979, at Oklahoma Department of Libraries, Oklahoma City. Topics covered included: status of the documents program in Oklahoma; major aspects of the 1978 law; classification and cataloging; access to OCLC; shelving arrangements. Viewed slide-tape of Nebraska Publications Clearinghouse program.

COUNCILS OR ADVISORY BOARDS

Name: Advisory Council to the Oklahoma Publications Clearinghouse.

Purpose:

a. To advise the Director of the Oklahoma Department of Libraries on the selection, collection, organization, distribution, and bibliographic control of materials as defined in HB 1714 for inclusion in the State documents depository system.
b. To recommend to the Director of the Oklahoma Department of Libraries general and specific policy and courses of action that are appropriate for the effective and efficient operation of the Clearinghouse.
c. To provide a forum to exchange information and ideas about the operations of the Oklahoma Publications Clearinghouse.

Composition: The Council is composed of 12 members, appointed by the Director of the Oklahoma Department of Libraries from the following constituencies: state agencies, 4; depository libraries, 4; Oklahoma Department of Libraries (ex-officio and non-voting), 2; other individuals, 2. The League of Women Voters also sends an official observer to meetings.

COUNCILS OR ADVISORY BOARDS (contd.)

Frequency of Meetings: The Council holds regular meetings every two months.

Responsibilities of the Advisory Council:

a. Advise on documents to be included in the "Core" collection.
b. Develop guidelines for operation of the Depository Library System.
c. Develop procedures for the inspection of Depository Libraries on their adherence to the guidelines.
d. Develop a methodology to evaluate the Oklahoma Publications Clearinghouse which includes the Depository Library System.
e. Study Rules and Regulations and Publications Clearinghouse procedures for possible need of revision.
f. Explore innovative methods of production and distribution of materials.
g. Investigate and advise on the development of indexes and other methods of bibliographic control of materials.
h. Advise on the development of statewide methods of cataloging and classification of depository publications.
i. Develop a program for promoting the use of state depository collections.
j. Develop a set of priorities for action by the Council.
k. And to engage in other activities deemed necessary for the effective operation of the Oklahoma Publications Clearinghouse.

HOPES FOR THE FUTURE

1. Reprinting and deposit of Oklahoma government publications in microformat, especially microfiche and some microfilm, and a program for publication in microformat of some documents.
2. More staff and equipment for staff.
3. More shelving and work space.
4. Compliance by all Oklahoma government agencies with the laws for deposit of publications with the Publications Clearinghouse.
5. Bibliographic control, classification, and processing of the retrospective official collection of Oklahoma government publications.
6. Computer-output microfiche catalog of Oklahoma government publications, current and retrospective.
7. Subject and other bibliographic approaches to Oklahoma government publications.
8. Indexing of many serial and other publications issued by Oklahoma government agencies.
9. Official classification scheme for Oklahoma government publications.

OKLAHOMA

Completed by—

Name: Betty Jean Mathis Brown
Title: Oklahoma Publications Librarian
Address: Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105
Telephone: 405/521-2502, Ex. 56
1-800/522-8116 (in-state WATS number)
Date: May 10, 1979

PENNSYLVANIA

NAME OF AGENCY

State Library of Pennsylvania
Government Publications Section
P. O. Box 1601
Harrisburg, PA (17126)

LEGAL AUTHORITY

Pennsylvania Library Code, Sec. 320 (4), June 14, 1961, P. L. 324 as amended by Act 150, December, 1971. Pennsylvania Bulletin, V. 2, No. 18, Sec. 31-601 - 31-606.

All Pennsylvania state departments, divisions, bureaus, boards and commissions must send the State Library 100 copies of each publication prepared for the general public. This includes everything from lengthy printed technical reports to mimeographed leaflets.

PLACE IN STATE AND PARENT ORGANIZATIONS

Pennsylvania Department of Education
State Library of Pennsylvania
General Library Bureau
Government Publications Section

STAFF

Mrs. Judith Weinrauch (Professional)
Librarian
717-787-3752

Pennsylvania Documents Assistant - Temporarily Vacant
(Non-Professional)

POWERS AND DUTIES

State Library is mandated to receive publications from state agencies. These are prepared for distribution to depository libraries and shipped from the State Library. The Checklist is prepared from the cataloging data provided by the Technical Services Division of the State Library. There is no microreproduction being done at this time by the State Library.

DEPOSITORY LIBRARIES

College - 32 - Full Depository
Public - 29 - Full Depository
Out-of-State - 21 - Full Depository

Regulations are in Pennsylvania Bulletin, V. 2, No. 18, Sec. 31-601 - 31-606. (Includes definition, eligibility

for depository status, number of collections, applications for depository status and termination of depository status.) Do not have basic list or core collection requirement at this time. No selective depositories. Depository libraries selected by size and geography. Definitive collections are at Free Library of Philadelphia, Penn State, University of Pittsburgh and State Library.

DOCUMENTS DISTRIBUTED

1978 -18,060 pieces distributed
182 titles distributed
Probably about 25% of known titles distributed.

New depository libraries must request publications by writing or by phoning Pennsylvania State Issuing Agency. Mailings to non-depository through State Library, Bureau of Library Development and from other agencies.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

22 out-of-state depositories receive some 182 titles as distributed all depository recipients. Additional exchange arrangements exist with other libraries.

Of all publications that are received each month in Pennsylvania Government Publications Section, 2 of each are sent to L.C. CRL is not designated to receive Pennsylvania items, but may receive at their request.

Out-of-state libraries must request publications by writing or by phoning issuing agency.

DISSEMINATION OF CATALOGING DATA

Cataloging data for Pennsylvania is included on OCLC. Data base input is centralized. State agency authority file is undergoing revision.

There is an official classification scheme published as Classification Scheme for Pennsylvania State Publications. Rev. July, 1978, published by State Library of Pennsylvania, Technical Services Division.

MICROFORMS

State publications on microformat are:

1. Pennsylvania Board of Public Charities, 1870-1917 (Microfiche)
2. Pennsylvania Comprehensive Plan for the Improvement of Criminal Justice in Pennsylvania, 1978 (Microfiche)
3. Pennsylvania Department of Welfare, biennial report, 1821-1830 (Microfiche)
4. Pennsylvania Department of Factory Inspector, 1881-1900 (Microfiche)
5. Pennsylvania Department of Internal Affairs Statistics, 1872-1900 (Microfiche)

6. Pennsylvania Game News, 1970-1978 (Microfilm)
7. Pennsylvania Governors Review of Management 1972, 1975 (Microfiche)
8. Pennsylvania Monthly List of Commonwealth Employes, 1963 to date (Microfiche)
9. Pennsylvania Mothers Assistance Fund Report, 1977-1929 (Microfiche)
10. Pennsylvania State Constitutional Conventions, Delaware, Maryland, Pennsylvania, New York, 1776-1959 (Microfiche)
11. Pennsylvania State Correction & Poverty Reports, 1870-1917 (Microfiche)
12. Pennsylvania State Plan for Vocational Technical Education, 1958-1974, 1978-1979, 1978-1982 (Microfiche)

Some state documents are distributed to depositories in microformat numbers 2 and 12 on the list of microforms above. About 1% of the titles are sent on microfiche. Microfiche copies of these items available upon request.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies furnish 100 copies. State agencies do not appoint a publication records officer. In some cases state agencies supply publications lists. Mailing lists are not supplied by state agencies.

CURRENT CHECKLIST

CHECKLIST OF OFFICIAL PENNSYLVANIA PUBLICATIONS, 1963-date. Frequency is monthly with annual cumulative supplements. No ISSN, no charge. Issued by State Library Government Publications Section. Latest Checklist issued is September, 1979. Number of titles included are 19.

Arrangement of Checklist is alphabetically by issuing agency. Prices included where possible, and new periodicals indicated are special features. There is a separate shipping list.

PUBLICATIONS OTHER THAN CHECKLIST

At this time there are no publications other than the Checklist.

BUDGET

1978 Budget - Cost of Depository Shipment about $864.00. Checklist costs about $1400.00.

OUTSTANDING FEATURES OF PROGRAM

Many priced and important publications such as the Pennsylvania Statistical Abstract, Pennsylvania Industrial Directory, Pennsylvania Budget, Commonwealth Phone Directory are included in depository mailings.

MAJOR PROBLEMS OF PROGRAM

The State Library of Pennsylvania meets the requirements of the ALA and Task Force Progress. Still attempting to achieve better cooperation between state agencies.

PENNSYLVANIA

CURRENT PROJECTS BEING EMPHASIZED

Placement of Pennsylvania Government Publications Index on computer.

WORKSHOPS AND SPECIAL PROGRAMS

No workshops and special programs planned currently.

COUNCILS OR ADVISORY BOARDS

None.

HOPES FOR THE FUTURE

Completion of Computer Project of indexing Pennsylvania Government Publications and to accomplish production of more state publications on microfiche.

Completed by --

Name:	Judith Weinrauch
Title:	Pennsylvania Documents Librarian
Address:	P. O. Box 1601 Harrisburg, PA (17126)
Telephone number:	717-787-3752
Pennsylvania network:	8-447-3752

RHODE ISLAND

Name of Agency--Rhode Island State Library
State House
Providence, Rhode Island 02903

Legal Authority--Attached, General laws of Rhode Island, 1956;
Reenactment of 1968, §§ 29-1-1 to 29-1-15.

Place in state and parent organization-
Rhode Island State Library

Staff--Florence P. Bundesen, Cataloger (FTE) Prof.
Elliott E. Andrews, State Librarian(FTE) Prof.

Powers and duties--No depository distribution.
Reports collected by Cataloger
Checklist made by Cataloger biennially

Depository libraries--None.
Rhode Island State Library

Documents distributed--1978 documents distributed--
20 % distributed. Only mailing list receives
distribution--Majority of list State laws

Exchanges and out of state distribution--
Approximately 5 titles distributed.
No copies sent recently to Library of Congress
or to Center for Research Libraries
Out of state libraries requests honored by mail
or phone.

Dissemination of cataloging data--Rhode Island State
Library cataloging and classification system

Microforms--None

State Agencies and duties under depository laws
Duty of each state officer and director upon
the requisition of the state librarian to supply
the state library with copies
No publications record officer
No lists of publications or mailing lists

Current checklist--Biennially. July, 1976-July, 1978.
$10.00 a copy. Copies available only upon written
request and paid in advance

Publications other than checklist--None

Budget--1977/78--Personnel, Historical Societies,
Library materials and binding, supplies,
equipment repairs, and rentals, new equipment.
Total $ 211, 341.
1979/80 budget not yet passed.

RHODE ISLAND

Outstanding features of program--Computerize many areas

Major problems of program--Finances
Do not meet ALA and Task Force guidelines

Completed by

Name: Florence P. Bundesen, Cataloger
Address: Rhode Island State Library
Telephone number: 401-277-2473
Date: April 18, 1979

SOUTH CAROLINA

NAME OF AGENCY

South Carolina State Library
1500 Senate Street
Post Office Box 11469
Columbia, South Carolina 29211
Collects, catalogs, and lists State documents, but does not have a depository distribution system.

LEGAL AUTHORITY

S. C. Code of Laws, 1976, s. 60-1-10 - s. 60-1-60.
There is no authority for State documents collection or distribution.

PLACE IN STATE AND PARENT ORGANIZATION

Not applicable

STAFF

Mary B. Toll, Documents Librarian. 803-758-3138. Professional.
Francis Hite, Cataloger. 803-758-3138. Professional.
Carolyn Hite, LTA III. 803-758-3138. Pre-professional.

POWERS AND DUTIES

The State Library collects and catalogs State documents with voluntary cooperation from State agencies. We have tried unsuccessfully for years to get depository legislation through the General Assembly, and we will still be working on it next year. The Checklist of South Carolina State Publications is issued annually and lists all publications that we receive during a given fiscal year. It does not include publications of the courts.

DEPOSITORY LIBRARIES

Not applicable.

DOCUMENTS DISTRIBUTED

Selected documents are distributed to county libraries, and we list selected documents in News for South Carolina Libraries, our monthly newsletter.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Not applicable, except we do attempt to locate publications or issuing agency on request.

DISSEMINATION OF CATALOGING DATA

State documents are in-put into SOLINET data base by our Technical Services Department although we are not the sole agency responsible for inputting. We keep an unpublished authority file. Our classification scheme was devised 10 years ago, and loosely reflects Raynard Swank's system for State, county, and municipal documents and the Documents Office Classification System. We can supply an explanation of the system on request.

MICROFORMS

Not applicable

SOUTH CAROLINA

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Not applicable.

CURRENT CHECKLIST

Checklist of South Carolina State Publications, 1978/79 is at the printers (Oct. 1979) and will be distributed when delivered to us. It is free to libraries on request to the State Library. It is arranged alphabetically by issuing agency since this arrangement reflects the classification number. It has an author-title-subject index and is issued annually.

PUBLICATIONS OTHER THAN THE CHECKLIST

Not applicable.

BUDGET

This is not separated from our regular agency budget.

OUTSTANDING FEATURES

Not applicable.

MAJOR PROBLEMS

Not applicable.

CURRENT PROJECTS

Not applicable.

WORKSHOPS, SPECIAL PROGRAMS

The recently formed Government Documents Round Table of the S. C. Library Association plans to sponsor special programs on federal, state, and local documents, and the State Library occasionally conducts workshops on documents.

COUNCILS, ADVISORY BOARDS

Not applicable.

HOPES FOR THE FUTURE

We continue to hope for passage of State Documents Depository Legislation. The proposed legislation names the State Library as the responsible agency and authorizes 16 depository libraries in the system. We have active support from all interested libraries and plan to push for passage in 1980.

Completed by --

Name:	Mary B. Toll
Title:	Documents Librarian
Address:	1500 Senate Street, Post Office Box 11469, Columbia, S. C. 29211
Telephone number:	803-758-3138
Date:	October 22, 1979

TENNESSEE

Tennessee State Library
Tennessee State Library and Archives
403 Seventh Ave., North
Nashville, Tennessee 37219

LEGAL AUTHORITY

Our authority as a depository library proceeds from sections 12-607, 608 and 610 of the Tennessee Code derived from Chapter 42 of the Acts of 1917. Depository libraries receive two copies of State publications, one to remain at the library, the other to circulate, if the libraries generally circulate material.

PLACE IN STATE ORGANIZATION

The State Library is part of the Department of Education and then of the State Library and Archives.

STAFF

There are two professional librarians who deal with state publications. Mrs. Jane Blakey is responsible for acquiring, listing and cataloguing state publication; Mrs. Kassandra Hassler is in charge of dealing with other states' publications received on exchange. Two clerks assist in the operations. We estimate that 20 percent of their time is used in dealing with state documents.

POWERS AND DUTIES

There is no central distributing agency for sending out Tennessee documents. All Tennessee publications are requested from issuing agencies. The State Library publishes an annual list of Tennessee State publications received at the library. We have tied any legislation designating the library as a distributor of publications to an increase in our budget.

DEPOSITORY LIBRARIES

Depository libraries established by legislation are the State Library, the public library at Memphis and the University of Tennessee library. The governor has designated Memphis State University and East Tennessee State University as state depository libraries. Since there is no central distributor for Tennessee documents, I cannot state how the other depositories acquire their documents. At the State Library, we must maintain constant vigilance and contact agencies when we become aware of publications. Most agencies are faithful in sending us two copies of all their publications.

TENNESSEE

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Out of state libraries must, as depository libraries in the state, contact issuing agencies for publications.

DISSEMINATING OF CATALOGING DATA

Our cataloguing of documents will be available after 1979 through SOLINET in the OCLC data base. We do not have a formal authority file of our own. We do have copies of the Library of Congress authority cards. At East Tennessee State University, a system for arranging publications has been devised. At the State Library we incorporate the documents into the collection using the Library of Congress scheme.

MICROFORMS

The Legislative Reference Service, an agency that has been ruled by the Attorney General as an agency which is exempt from the depository system since its operating funds come solely from sale of publications, publishes in COM indexes of bills introduced in the General Assembly and status tables of these bills. This microformat is, so far, the only publication in microform that we know of.

STATE AGENCIES ADD THEIR DUTIES

State agencies are required to send two copies of all publications to depository libraries.

BUDGET

There is no seperate budget for state documents since the staff deal with other responsibilities besides state publications.

MISCELLANEOUS

Major problem is that there is no central distributor of state publications. There is a publications committee in the state formed with the intention not of restricting publications but of making sure the printing is as inexpensive as possible. The committee has lists of proposed publications which it will share with the State Library.

Kendall J. Cram
Director
Tennessee State Library
741-2764
May 14, 1979

TEXAS

1. NAME OF AGENCY

Texas State Publications Clearinghouse
Texas State Library, PO Box 12927 Capitol Station, Austin TX 78711

2. LEGAL AUTHORITY

V.A.C.S. 5442a

Article 5442a requires that each agency supply the State Library with copies of all publications and establishes a system of depository libraries to be administered by the State Library. The Library is authorized to furnish copies of documents received to these depository libraries.

This legislation gives detailed definitions of "state agency," "state document," and "depository library." It authorizes the State Library to adopt rules and regulations for the collection and distribution of documents.

In addition to acquiring and distributing state documents, the State Library is charged with the following responsibilities:

a. the classification, cataloging and indexing of documents received and the distribution of this information to all interested libraries.

b. the listing of publications received in a checklist of documents.

c. the preparation of microform copies of all documents received and the distribution of these copies to interested parties.

d. the inclusion of Texas state publications in regional and national automated library networks.

3. PLACE IN STATE AND PARENT ORGANIZATION

Texas Library and Archives Commission

Texas State Library

Information Services Division

Public Services Department

Texas State Publications Clearinghouse

4. STAFF

Dale Propp-Manager, Public Services Department (professional)	1 FTE
Coordinator, Texas State Publications Clearinghouse (vacant)	1 FTE
Katherine Adams, Assistant Coordinator (paraprofessional)	1 FTE
Carol Burlinson, Texas Documents Cataloger (professional)	1 FTE
Karen Lawrence, Texas Documents Clerk (clerical)	1 FTE
Jeff Addicks, Documents Distribution Clerk (clerical)	½ FTE
Kathleen Farris, Texas Documents Clerk (clerical)	½ FTE

5. POWERS AND DUTIES

The Texas State Publications Clearinghouse is responsible for the coordination of all state documents activities in Texas for the Texas State Library. At the present time we publish a monthly checklist of documents received, Texas State Documents; catalog most of the documents received and supply this cataloging information by way of the OCLC database and a monthly Cataloging Supplement (sent to depository libraries, it includes information for only those documents distributed); index all documents received and publish a periodic subject index and quarterly title index, both with annual cumulations. The Clearinghouse has recently acquired the equipment and manpower necessary to produce and market microfiche copies of documents received.

6. DEPOSITORY LIBRARIES

There are currently 52 "official" Texas state documents depository libraries (12 public, 37 academic, 3 special). All depositories are "partial" in that they receive only those documents which the Clearinghouse receives in quantities sufficient to distribute. The State Library is the only "full" depository in that it is the only library to receive copies of all documents listed in the monthly checklist, Texas State Documents. The Clearinghouse does make an effort, however, to send the Texas Legislative Reference Library a copy of every document received at the State Library.

7. DOCUMENTS DISTRIBUTED

Acquisition of state documents and distribution of those publications has grown steadily in Texas. While this is due in part to an increase in the amount of materials being published by Texas state government, a more direct reason for this growth is the increased efforts by the Clearinghouse staff to locate, identify, and acquire state government publications. Recent distribution and collection statistics are as follows:

Year	Titles Identified	Titles Distributed
1976	3492	873
1977	4891	964
1978	4726	945
1979	5153	1088

Year	Pieces Distributed	% Titles Distributed
1976	79,138	25%
1977	108,606	20%
1978	107,005	20%
1979	102,540	21%

8. EXCHANGES AND OUT-OF-STATE SELECTION

The only two official depositories for Texas state publications located outside of Texas are the Library of Congress and the Center for Research Libraries in Chicago. Every effort is made to send these two libraries a copy of all documents received. On occasion a non-depository library can acquire a state document through the Texas State Library, though this is only possible, in hard copy, when the State Library has extra copies beyond the number needed for distribution. Libraries may purchase copies of documents on microfiche at a nominal cost.

9. DISSEMINATION OF CATALOGING DATA

Most Texas state documents are cataloged and available on the OCLC database. The cataloging program at the Texas State Library is legislatively required. Texas is the first state to enter into a cooperative pilot project with the Library of Congress involving authority work for Texas state government to be verified and supplied to the Library of Congress by the Texas Documents Cataloger at the Texas State Library.

Cataloging information is also available for those publications distributed by the Clearinghouse. This information is issued in the form of a monthly Cataloging Supplement sent free to the depository libraries from the Clearinghouse.

All Texas state documents are classified according to the official Texas state documents classification scheme developed by Brenda Olds of the Legislative Reference Library. This scheme, Texas State Documents Classification & Almost Compleat List of Texas State Agencies From Statehood to the Present, is based primarily on issuing agency and not on broad subject groupings. The scheme is available upon request from the Clearinghouse.

10. MICROFORMS

The Texas State Publications Clearinghouse is currently setting up a large scale microforms project for state documents. The purpose of the program is to enable the Clearinghouse to provide microfiche copies of state documents to interested parties at a nominal cost.

Documents received by the Clearinghouse are filmed at the Clearinghouse, the film is processed by the Records Division of the Texas State Library, and the film is loaded into fiche jackets and duplicated at the Clearinghouse.

It is anticipated that fiche copies of documents will be available on demand, either on a document-by-document basis or by classes, for example, a patron may order fiche copies of all state parks brochures or all agency audits.

11. STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS:

State agencies are required to submit copies of all their publications to the Texas State Library. The definition of "state publication" is given in the rules and regulations which implement the law.

The number of publications an agency is required to submit is tied to the number which an agency has printed, but on no occasion does this number exceed 75 copies.

The agencies are required to designate an agency contact person to act as a liaison between the agency and the Clearinghouse in the matter of the deposit of publications.

The agencies are required to send to the Clearinghouse a monthly list of documents issued.

12. CURRENT CHECKLIST

Title: Texas State Documents
ISSN: 0363-4736
Issuing agency: Texas State Publications Clearinghouse, Texas State Library
Frequency: Monthly
Price: Free
Copies Circulated: 700+
Titles Listed: 370 in April 1979

Format: The Texas State Documents checklist is divided into three parts:

a. Publications by state agency: alphabetical listing of state agencies with documents listed alphabetically under name of issuing agency

b. Publications by state-supported colleges and universities: alphabetical listing of institution name with documents listed alphabetically under issuing institution name

c. Notes, additions, and corrections sections

Periodicals: Instead of issuing a monthly listing of individual issues of state agency periodicals received, the Clearinghouse publishes a Texas State Documents Periodicals Supplement annually to accompany the January issue of the checklist. The supplement is arranged in the same format as the checklist: alphabetically by title under the issuing agency name. Periodicals received for the first time after the publication of the supplement are listed at the end of a monthly checklist.

12. CURRENT CHECKLIST (cont.)

Shipping List: In addition to the monthly checklist, state depository libraries are furnished with a shipping list in each shipment sent to them from the Clearinghouse. The shipping list is a complete inventory of all items contained in the shipment and it includes all the information necessary for the processing of the materials. The shipping list is arranged alphabetically by title.

Production of publications: Both the monthly checklist and the annual Periodicals Supplement are typed and reproduced by offset press in the Texas State Library print shop. Each issue of the checklist and supplement carries a cover page explaining all elements in the publication. The monthly checklist also includes a complete list of Texas depository libraries.

13. PUBLICATIONS OTHER THAN THE CHECKLIST AND PERIODICALS SUPPLEMENT

The Texas State Publications Clearinghouse issues a number of other publications designed to facilitate the use of state agency publications or to report on documents activities and resources in Texas.

a. Texas State Documents-Subject Index. Provides detailed subject access to documents listed in the monthly checklist.

b. Texas State Documents-Title Index. Provides access by title to documents listed in the monthly checklist.

c. Texas State Documents Agency Index. Provides a comprehensive listing by agency of documents received in a year.

d. Public Documents Highlights for Texas. Quarterly newsletter reporting on government documents activities and resources in Texas. Includes information on local, regional, state and federal documents. Contains current news items and continuing columns on various subjects.

e. Texas State Documents: The Development of a Program. Revised January 1978. By Dale Propp and Robert Walton. 61p.

f. Texas State Documents Depository Survey, 1977: Findings and Results. March 1978. Documents Monograph Series, No. 1. By Robert Walton and Dale Propp.

g. Information Available by County in Selected Texas State Documents. August 1979. Documents Working Paper Series, No. 1. By Katherine Adams.

13. PUBLICATIONS OTHER THAN THE CHECKLIST (cont.)

h. Introduction to Basic Texas State Documents Reference. 1979. By Robert Walton. 8p.

i. Directory of Data Base Resources in Texas State Government. Revised 1978. Barbara Duke, editor. 143p.

j. Texas State Documents & Almost Compleat List of Texas State Agencies From Statehood to the Present. 1976. By Brenda Olds. 129p.

14. BUDGET

During state fiscal year September 1978 to August 1979, approximately $57,000. was spent by the Texas State Library on the Texas State Documents Program.

15. OUTSTANDING FEATURES OF THE PROGRAM

There are three features of the Texas State Documents Program which may be regarded as outstanding. The first is that the program is well established as a result of being based upon a solid piece of legislation which provides for the comprehensive acquisition of the publications of Texas state government.

The second outstanding feature of the program is the willingness of the State Library administration and staff to undertake and support projects which will ultimately expand the program and result in increased availability of and access to state government publications. Projects undertaken in the last several years include the preparation of subject indexes, the program to make documents available in microform, the presentation of conferences concerning the use of state documents, and the creation of a data base for Texas state documents (see no. 17).

Finally, the support and cooperation extended to the Clearinghouse by the Texas depository libraries and librarians may be regarded as an outstanding feature of the program.

16. MAJOR PROBLEMS OF THE PROGRAM

Two areas to which the Texas State Documents Program needs to devote attention are:

a. The Program needs to "spread the word" concerning the information potential of state documents. Many persons, including librarians, who need information still regard state documents as of limited informational value.

16. MAJOR PROBLEMS OF THE PROGRAM (cont.)

b. The Program needs to improve the accessibility to the large amounts of statistical information contained in state documents. Cataloging and subject indexing of state publications have greatly increased access to information in the documents. Still, however, additional means are necessary to break out the statistical information which is such a valuable aspect of state publications.

17. CURRENT PROJECTS BEING EMPHASIZED

The Texas State Documents Program has two major projects underway at the present time: microforms and the data base.

a. Microforms project: The Texas State Library is in the process of establishing a microfiche duplication and distribution center at the Texas State Publications Clearinghouse. It is anticipated that all state publications received by the Clearinghouse will be available for purchase on microfiche at a nominal cost. We hope that this will stimulate the reference potential of state publications by permitting institutions and individuals to purchase state publications which would not otherwise be available to them.

We also anticipate that the increased availability of state documents through microfiche will give added importance to the finding aids to state documents produced by the Clearinghouse.

b. Texas Documents On-line Data Base (TEXDOC): All of the activities currently carried out by the staff of the Clearinghouse in the production of the monthly checklist, the periodicals supplement, shipping lists, and indexes are manually produced. In addition, certain procedures, such as preparing labels for microfiche jackets and compiling records of agency publications deposits, are done entirely by hand. Utilizing the Texas State Library Data Processing Center, the Clearinghouse is currently working to develop a data base which will assume many of these publication and recordkeeping functions. The data base will also be designed to provide on-line access to Clearinghouse holdings.

18. WORKSHOPS, SPECIAL PROGRAMS

The Texas State Library has always placed a high priority on providing continuing education for state and federal documents librarians and others using government materials. In 1977, the State Library sponsored its first Government Documents Conference intended to serve those who work with government materials. This first conference was designed to serve Texas state documents librarians; it was a "state-of-the-art" overview of state documents in Texas.

The second annual government documents conference, held in 1978, focused on topics of interest to those using both state and federal government publications: the budgetary process, regional planning, legal research and the Texas Register and the Federal Register.

18. WORKSHOPS, SPECIAL PROGRAMS (cont.)

The third annual conference, held in September 1979, featured speakers from the U.S. Department of Energy, the National Institute of Health Statistics, the Bureau of the Census, the Bureau of Labor Statistics, the Texas Association of Counties, Greenwood Press, Inc. and the Texas Municipal League. The theme of the conference was sources and trends of government information access in the 1980's.

The workshops and conferences have been extremely successful in part because they have been actively promoted by the Government Documents Roundtable and the Special Libraries Division of the Texas Library Association.

19. COUNCILS OR ADVISORY BOARDS

None exist at this time.

20. HOPES FOR THE FUTURE

Continued expansion in the areas of micropublishing, TEXDOC data base, continuing education through workshops and conferences, stimulation of research and publication in the Documents Monographs Series and the Documents Working Paper Series. Consideration of enlarging the scope of the program to include new materials in the State Documents Program.

Completed by:

Dale Propp, Manager, Public Services Department

Robert Walton, Texas Documents Assistant

October 1979 (revised March 1980)
Texas State Publications Clearinghouse
Texas State Library

NAME OF AGENCY

State Documents
Utah State Library
2150 South 300 West Suite 16
Salt Lake City, Utah 84115

LEGAL AUTHORITY

Utah Code Annotated 37-4-4
Senate Bill 187, 1979 General Session.
The State Library came into being in 1957.
The law allows the State Library to collect and distribute to all depository libraries any print or non-print matter, regardless of format, method of reproduction, or source, originating in, produced with the imprint of, by the authority of, or at the total or partial expense of any state agency, or political subdivision, not including office memoranda and internal confidential publications.

PLACE IN STATE AND PARENT ORGANIZATION

Utah State Library - Reference Section - State Documents.

STAFF

Alma G. Swann, State Documents Librarian, (801) 533-5875, professional

POWERS AND DUTIES

Every State Agency is contacted and the functions and responsibilities of the depository system are explained to them.
All publications received are included and listed on the weekly shipping list with the state classification number assigned each publication. All cataloging is then done and a State Publications Entry Form filled out on each publication. The state publications entry form is sent to Utah State University where each entry is key punched and entered into the computer. After the shipping list is typed and copies made for the depository libraries their shipments are packaged and mailed weekly.
The computer indexes every publication by 1. Main entry 2. Author 3. Title 4. Key work 5. Agency and 6. Geographical location.
The COM tapes are sent to the State Archives which microfiches the index known as UTAH PUBLICATIONS RETRIEVAL SYSTEM (UPRS). Archives is also one of the depository libraries and therefore receive copies of all publications. Archives microfiches every publication and assignes a publication number if the state agency hasn't applied for one ahead of time. Archives provides the State Documents Library with a fiche copy of everything.
Archives provides the State Documents Librarian with sufficient copies of UPRS for distribution.

DEPOSITORY LIBRARIES

There are four types of libraries depositing Utah publications. They are: College and University libraries 7; Public libraries 3; National libraries 2; State Agencies 3.
At the present time all of the above are full depositories. All depositories are treated equal. There isn't any partial or selective at this time. However due to the passage of the new depository law during the past legislative session this will change in the future. The new law allows for full and selective libraries.

They will have to contract with the State Librarian to become a full depository.
The present depository libraries are not required to keep anything. Because of this situation the collection at the State Library will be the only official collection at the present time. However due to weaknesses of the old law the State Library does not have a complete collection of state publications.

DOCUMENTS DISTRIBUTED

We received 13,801 publications in 1978. 9,888 of those were sent to depository libraries and 1,836 were housed at the Utah State Library. There were 210 titles represented. A conservative figure would show somewhere around 75 per cent or less are at present in the depository system.
Non-depository libraries can check with the State Library and if they are out they then are referred to the agency responsible for the publication.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

The State Library receives 20 to 25 copies of most publications for exchange and all titles are included.
At the present time all publications are sent to the Library of Congress and the Center for Research Libraries.
Out-of-state libraries should check with the Utah State Library first and then the agency publishing the publication needed.

DISSEMINATION OF CATALOGING DATA

Utah is looking seriously at OCLC data base but at the present time we are using Utah State University's computer.
We put out a computerized Utah Authority File. It should be ready for distribution by Jan. 1980. Past issues are all gone. We do have our own classification scheme but are considering a change if technicalities can be worked out.

MICROFORMS

All of Utah State documents are put on microfiche. Copies of the fiche are available by contracting with the Utah State Archivist. Depositories are receiving hard copy only but may contract for fiche.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS.

By statute each state agency shall deposit with the State Library copies of each state publication issued by it in such number as shall be specified by the state librarian. At present the number is 20 copies. The new statute says each state agency shall furnish the State Library and the State Archivist a complete list of its state publications for the previous year, annually. It also says that the State Library shall publish a list of each agencies publications by agency, author, title, subject and by other such means as the state library may provide.

CURRENT CHECKLIST

Utah Publications Retrieval System (UPRS) is an accumulative checklist dating back to January of 1975. The issuing Agent is the State Documents Library - Utah State Library.
There are in excess of 400 titles.

UPRS has an accession number which includes full cataloging, a title index, an author index, keyword and geographical index. These are all fiche duplications generated by a computer tape. We do put out a shipping list with the depository shipment which goes out weekly. The shipping list only shows those items in that shipment.

PUBLICATIONS OTHER THAN THE CHECKLIST

The State Library puts out a newsletter entitled "Horsefeathers", and we produce an index of all bills that come before the legislature every year.

BUDGET

There isn't a budget as such for the depository or the documents program. The State library just absorbs what costs are generated.

OUTSTANDING FEATURES OF PROGRAM

I suspect it would be our new depository law which allows us to collect materials from political subdivisions as well as the state agencies. The new law also makes it possible to collect audio-visual material.

The UPRS has to be one of the outstanding programs we have as we get it rolling. Every publication generated by a government entity can be indexed by the accession number, title, author, agency, key-word, and geographical location.

MAJOR PROBLEMS OF PROGRAM

The lack of staff is ridiculous but other than that we follow the ALA guide lines very close.

CURRENT PROJECTS BEING EMPHASIZED

The Utah Publications Retrieval System (UPRS) is just starting to come into its own even though it has been on going for five years. UPRS indexes all Utah state publications by an accession number, title, author, agency, key-word and geographical location. We hope now that we are ready to do as thought in the beginning and that is to come out quarterly with UPRS.

We are encouraged by the Utah Authority File which will show the corporate author. The first major printing of this publication should be out around the first of the year.

WORKSHOPS, SPECIAL PROGRAMS

We put on an annual workshop in conjunction with ULA which covers different areas to acquaint librarians with the different programs we can help them with.

COUNCILS OR ADVISORY BOARDS

Administration is the only advisory board that we have.

HOPES FOR THE FUTURE

We would like to change our classification system. There are some spin-offs from UPRS that we would like to get into such as a statistical index for the State of Utah.

Completed by --
Alma G. Swann
State Documents Librarian
Utah State Library
2150 South 300 West Suite 16
Salt Lake City, Utah 84115
(801) 533-5875 (Wats line) none
9-19-79

NAME OF AGENCY

State of Vermont, Department of Libraries (distribution)
State Librarian's Office
Montpelier, Vermont 05602

State of Vermont, Department of Libraries (annual listing)
Law and Documents Unit
Montpelier, Vermont 05602

LEGAL AUTHORITY

22 VSA 605(2)
Act No. 226 of 1969 Adjourned Session

22 VSA 605(2) provides for Department of Libraries to arrange for and designate depositories of State documents.

PLACE IN STATE AND PARENT ORGANIZATION

Governor
Board of Libraries
Department of Libraries
State Librarian
State Librarian's Office

STAFF

Patricia E. Klinck, State Librarian, 828-3265 (Area code 802)
Bonnie G. Greene, Administrative Assistant to State Librarian, 828-3265
Vivian Bryan, Director of Reference and Law Division, 828-3268
Diana Henderson, Typist, 828-3261
Frances Spinelli, Clerk, 828-3261
Robert Montgomery, Clerk, 828-3261

POWERS AND DUTIES

Annually the State Librarian writes to all State agencies requesting that they send the Department of Libraries copies of any State publications produced during the year. The clerks distribute the State publications to the designated depositories monthly.

Annually the Director of the Reference and Law Division publishes a checklist of available State publications. Quarterly cumulations are published in the Department of Libraries Newsletter.

DEPOSITORY LIBRARIES

Type	Full/Partial	No. of Each
State	Full	1
College	Full	1
Federal Agencies	Full	2

There are no formal regulations for depositories with the exception of the Law and Documents Unit of the Vermont Department of Libraries. This unit is designated as the official State depository for State publications.

DOCUMENTS DISTRIBUTED

Year: FY78
No. of different pieces distributed: 4,062
No. of titles distributed: 79
% of known documents distributed: N/A

Distribution of State publications to non-depository libraries in the state is also carried out by the State Librarian's Office. We distribute publications and maintain mailing lists for publications available at no charge, on exchange, and by statutory distribution. We also sell publications. Distribution of documents is not limited to libraries in the state. Documents are also available to the general public, schools, businesses, etc.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

There are six items available for exchange. No. of copies available for exchange: as many as needed. Most publications are sent to LC, and Center for Research Libraries is on our mailing list to receive all free State publications. Out-of-state libraries can request individual items from whichever agency is the distributing agency with the exception of materials available only on exchange.

DISSEMINATION OF CATALOGING DATA

Cataloging for State documents is not included in any data base.

MICROFORMS

Not published in microformat.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

No duties under depository law. Number of copies furnished Department of Libraries is ten if other agency is doing its own distribution. Otherwise the number furnished depends on number printed and number we need for distribution. For some items all copies printed are given to Department of Libraries.

CURRENT CHECKLIST

Title: Checklist of Available Vermont State Publications
Frequency: Published yearly with cumulative updates in the Department of Libraries Newsletter on a quarterly basis.
Price: Free
Issuing agency: State of Vermont, Department of Libraries
Latest No. issued: August 1978

BUDGET

Not a separate item in our budget.

MAJOR PROBLEMS OF PROGRAM

Learning of the existence of new State publications in a timely manner and obtaining copies of new publications.

VERMONT

WORKSHOPS, SPECIAL PROGRAMS

Two workshops in documents in connection with reference workshops.

COUNCILS OR ADVISORY BOARDS

None

Completed by
Name: Bonnie G. Greene
Title: Administrative Assistant to the State Librarian
Address: State of Vermont, Department of Libraries, Montpelier, Vermont 05602
Telephone number: 802-828-3265
Date: June 6, 1979

UNITED STATES VIRGIN ISLANDS

NAME OF AGENCY

Documents Division
Enid M. Baa Library and Archives
P.O. Box 390
St. Thomas, U.S. Virgin Islands, 00801

LEGAL AUTHORITY

Virgin Islands Code, Title 3, Ch. 33, sec. 883.
Act. No. 3975, May 1977.

"... to require agencies of the Territory to deposit specified public documents in Depository Libraries ..."

Each Territorial agency is responsible for supplying the Territorial Librarian with ten copies of each public document. The Territorial Librarian must distribute two copies of every document to each of the five designated depository libraries within two weeks of receiving it. A checklist of documents received must be published quarterly and made available to all government agencies.

PLACE IN STATE AND PARENT ORGANIZATION

Government of the United States Virgin Islands
Department of Conservation and Cultural Affairs
Bureau of Libraries, Museums and Archaeological Services
Technical Services Department
Documents Division

STAFF

Jeannette B. Allis, Documents Librarian. (809) 774-0630

Part-time clerical assistance.

POWERS AND DUTIES

After a document is received from a government agency, a letter of acknowledgement is sent to the agency. The document is then stamped

and accessioned in a special documents series. The document is assigned a classification number and then catalogued using standard cataloging format and Library of Congress subject headings.

When several documents have been accumulated, a shipping list is prepared. The documents plus card sets and copies of the shipping list are sent to the depository libraries.

The depository center at the Enid M. Baa Library and Archives also prepares a quarterly checklist which is cumulated annually. This is distributed free of charge to all government agencies.

DEPOSITORY LIBRARIES

Of the five depository libraries in the U.S. Virgin Islands, three are Public Libraries on St. Thomas (Enid M. Baa Library and Archives), St. Croix and St. John respectively, and two are College Libraries on the St. Thomas and St. Croix campuses of the College of the Virgin Islands. All five are full depositories.

The ennabling legislation mandates retention of all items by the five designated depository libraries and makes no provisions for partial depositories. However, since the depository center does not always receive a sufficient number of copies from government agencies, and since retrospective documents are also being incorporated into the system, all libraries do not receive all items. In order to maintain a definitve collection in the territory, a priority schedule has been established whereby the Enid M. Baa Library and Archives receives the first two copies of all items.

DOCUMENTS DISTRIBUTED

Since the Depository has only been active since 1977, it is not yet possible to give an accurate picture of the number of titles available in a one year period. A conservative estimate puts the number at 125 items.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Each agency is requested to send thirty copies of every document to the Depository even though only ten are required by law. These additional copies are used for exchange and are also sent to the Library of Congress and the Center for Research Libraries. Exchange requests from out-of-state libraries should be made to Documents Division, Enid M. Baa Library and Archives, P.O. Box 390, St. Thomas, U.S. V.I. 00801.

UNITED STATES VIRGIN ISLANDS

DISSEMINATION OF CATALOGING DATA

Cataloging data for U.S. Virgin Islands documents is not included on any data base at the present time. A territorial agency authority file is being established by the depository center as documents are processed.

A classification scheme for Virgin Islands documents has been devised by the depository center. It is based on the SuDocs classification scheme and is designed to reflect the territorial government structure.

Although arrangement of the documents has been left up to the depository libraries, the depository center has attempted to provide guidelines. The classification scheme has been adopted by all the depository libraries with the exception of the College of the Virgin Islands in St. Thomas who prefer to reclassify the documents into LC.

The Virgin Islands Documents Classification Scheme is printed in the back of each checklist.

MICROFORMS

A microfilming program for selected documents series has recently been established. Documents being filmed include annual reports and periodicals. Microfilms are produced and maintained at the Enid M. Baa Library. At the present time, they are not sent as part of the depository, but are available for purchase.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Each territorial agency is required to supply ten copies of each public document to the depository system within one week of its publication.

CURRENT CHECKLIST

Virgin Islands Government Documents. A Quarterly Checklist, v. 1, no.1 - Winter 1977 - .

This publication is distributed to all territorial government agencies and is available at no cost to institutions and individuals upon request. Entries are in shelf-list arrangement with Subject and Author/Title indexes. Main entry includes the listing of the current issue of a publication and location if it has not been deposited in all libraries.

UNITED STATES VIRGIN ISLANDS

BUDGET

There is no separate budget for this program.

OUTSTANDING FEATURES

Detailed cataloging data and the retrospective inclusion of documents add a research dimension to this program. As such, it is a valuable resource to scholars of Virgin Islands history. The lack of sufficient secondary sources on many aspects of the Virgin Islands, as well as the lack of an archives program, make the depository program and the collecting, maintaining and recording of documents particularly relevant.

Completed by -
Name. Jeannette B. Allis
Title. Documents Librarian
Address. Enid M. Baa Birary and Archives, P.O. Box 390, St. Thomas, U.S.V.I.
Date. October 26, 1979.

V I R G I N I A

NAME OF AGENCY

Documents Section
Virginia State Library
Richmond, Virginia 23219

LEGAL AUTHORITY

Code of Virginia 2.1-296-297 requires state agencies to furnish the State Library with two copies of each publication. The State Librarian is authorized to request up to 100 additional copies.

PLACE IN STATE AND PARENT ORGANIZATION

Secretary of Education, State Library Board, State Librarian, Library Division, General Library Branch, Technical Services, Documents Section.

STAFF

Linda Bullock, Documents Librarian (804) 786-7117
Nancy Shinn, Library Assistant (1/2) (804) 786-3456
Helen Robinson, Library Assistant (3/4) (804) 786-3456

POWERS AND DUTIES

Prepare quarterly and annual Check-List of Virginia State Publications and an annual Virginia State Publications in Print. Distribute state documents to depository and exchange libraries. Catalog documents. Provide reference service.

DEPOSITORY LIBRARIES

The full collection of documents as sent to 9 Virginia college libraries. Each depository library must maintain the full collection, have it available to the public, and publicize the existence of the collection. The State Library has the most definitive state documents collection.

DOCUMENTS DISTRIBUTED

In 1977-78, 88,471 (including 59,020 General Assembly bills, etc.) documents were received, 16,430 distributed. Non-depository libraries must request documents directly from the agency.

EXCHANGES AND OUT OF STATE DISTRIBUTION

Annual reports and seven titles are available for exchange. All Virginia documents are sent to the Library of Congress and Center for Research Libraries. Individual titles must be ordered directly from the agency.

DISSEMINATION OF CATALOGING DATA

Cataloging is put into OCLC data base. Responsibility for inputting into data base is not officially centralized. There is a card

authority file which is updated as documents are cataloged; it is not published. The State Library uses the Library of Congress classification scheme.

MICROFORMS

None.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAW

State agencies are required to furnish the State Library with two copies of each publication. The State Librarian is authorized to request up to 100 additional copies. Some agencies have lists of publications.

CURRENT CHECKLIST

Check-List of Virginia State Publications (annual; ISSN 0364-7293) is available from the State Library for $2.00. There is also a quarterly checklist which is distributed only in Virginia unless written request is made. Arrangement is by state agency. There is an index including authors, titles, and subjects. Annual checklist is printed privately; quarterly duplicated at the State Library. Shipping list is mailed only to 9 Virginia depositories.

MAJOR PROBLEMS

There is not adequate staff to obtain, distribute and catalog state documents. There is a large cataloging backlog and as a result the authority file is not up-to-date. Due to interest throughout the state, we would like to increase the distribution of state documents, however we lack staff, funds and legislation to do so.

Completed by:

Linda Bullock
Documents Librarian
Virginia State Library
11th and Capitol Streets
Richmond, Virginia 23219
(804) 786-7117 or 786-3456

WASHINGTON

NAME OF AGENCY

Documents Distribution Center
Washington State Library
Olympia, WA 98504

LEGAL AUTHORITY

WAC 40.06 State Publications Distribution Center [1977 1st ex. s. c 232; 1963 c233]
Washington State law creates a distribution system which requires all state agencies to deposit copies of their publications [state publications includes annual, biennial, and special reports, state periodicals and magazines, books, pamphlets, leaflets, and all other materials, other than news releases sent exclusively to the news media, typewritten correspondence and interoffice memoranda, issued in print by the state, the legislature, constitutional officers, or any state department, committee, or other state agency supported wholly or in part by state funds.] with the State Library. The library is then required to distribute these publications to the depository libraries of the state.

PLACE IN STATE AND PARENT ORGANIZATION

Washington State Library - Information Services Division - Documents Section - Documents Distribution Center

STAFF

Ann Bregent, Documents Administrator
Kathy Carpenter, Library Technician II
Glenn Parsons, Library Technician I

POWERS AND DUTIES

State law creates as a division of the state library, and under the direction of the state librarian, a state publications distribution center. The center utilizes the depository library system to permit citizens economical and convenient access to state publications. To this end the state library commission made such rules and regulations as were deemed necessary to carry out the provisions of this chapter. The rules and regulations require weekly shipments which include full bibliographic information (cataloguing) for all new titles distributed in each shipment. Additionally, the center is required to publish a monthly listing with annual cumulations of all state publications received during each month.

DEPOSITORY LIBRARIES

There are two classes of depository libraries: Full [31] and Partial [27]. Full depositories receive copies of all state publications available for distribution by the state library. Partial depositories receive at lease a core of general interest publications deemed essential to the public interest. Any other library in the state may request specific documents and, if there are sufficient copies, the request is filled.

Any library designated as a depository meets the conditions specified in the following section:

(a) Provide space to house the publications in an approved manner with adequate provisions for expansion. State publications

do not need to be maintained in a separate collection unless the receiving library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

(b) Provide an orderly, systematic recording of receipt of the documents.

(c) Process and shelve all state publications within 30 days after receipt of the material.

(d) Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications. This librarian need not spend full time on state publications.

(e) Dispose of publications only with permission of the State Librarian. The State Librarian shall establish criteria for disposal schedules for items which need not be retained permanently.

(f) Accept and maintain all publications received as depository documents.

(g) Library rules must assure that the documents are available for public use and circulation, unless for some unusual reason it becomes necessary to restrict use.

DOCUMENTS DISTRIBUTED

In 1978, 46,323 pieces consisting of 432 monographic titles and 51 serial titles were distributed. The center estimates that 60% of the total number of titles received were distributed to depository libraries.

EXCHANGES AND OUT-OF-STATE DISTRIBUTIONS

The center is authorized to enter into agreements with out of state libraries for the exchange of state and other publications on a reciprocal basis. There are 12 out of state depositories for Washington documents including the Library of Congress and Center for Research Libraries. These depositories receive copies of all titles distributed. Other libraries may request titles from the Washington State Publications Monthly Checklist.

DISSEMINATION OF CATALOGING DATA

The library inputs all Washington documents in the WLN data base. From this base, it also produces cataloguing data which is distributed in the weekly depository shipments. The library maintains an extensive card file for Washington agencies which lists the legal names and all name changes for each agency. Official name entries have also been placed in the WLN data base which also serves as an authority identifier. Additionally, the library has developed a classification scheme based on Dewey and related to the function of each agency. This system, though voluntary, is used by many of the depository libraries in the state.

MICROFORMS

Although a few titles have been produced on microfiche [most notably the annual cumulation of Washington State publications] there is no uniform program for microform production.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAW

Every state agency is required to promptly deposit copies of each of its state publications with the state library in quantities as certified by the state librarian as required to meet the needs of the depository library system. Upon consent of the issuing agency such state publications as are printed by the public printer shall be delivered directly to the

center. At this point the library requires 60 copies titles that will be distributed to full depository libraries and 125 copies of titles that will be distributed to both full and partial depository libraries. To this date, no lists of publications are supplied by agencies. However the center works closely with the various publications officers to assure that all needed publications are received by the library and no duplicate mailings occur.

CURRENT CHECKLIST

The Washington State Publications Monthly Checklist, begun in 1965, records the publications received by the Washington State Library during the month covered. It is arranged in alphabetical order by main entry and includes full bibliographical information for each title. It also includes an order form with each issue for selection of needed titles. While the monthly list is produced manually, the annual compilation is the product of the Washington Library Network data base. The five year cumulations are also produced via the data base.

The September monthly list recorded 57 monographic titles and 20 serials. Of that total, 27 monographs and all serials were distributed to depository libraries.

While the library does not have a separate shipping list, it does send cataloguing for all new titles distributed to depository libraries.

PUBLICATIONS OTHER THAN CHECKLIST

None at this time.

BUDGET

The documents budget is not separated from the total information services division budget which includes four other sections. The total reference budget for Fiscal Year 1980 was $1,106,000.

MAJOR PROBLEMS OF PROGRAM

The major problem involves obtaining copies of Washington State documents. However, the library is working with agencies to enhance cooperation in this area.

CURRENT PROJECTS BEING EMPHASIZED

A current awareness campaign which includes workshops relating to Washington State documents has been initiated.

WORKSHOPS, SPECIAL PROGRAMS

Annual Documents Roundtable.
Other programs as needed.

COUNCILS OR ADVISORY BOARDS

Advisory Committee on Depository Standards consists of representatives from nine depository libraries in the state. The committee aids in the preparation of legislation, guidelines, and standards relating to depository matters. It also reviews problems and aids in the creation of depository policy.

Completed by --
Ann Bregent
Documents Administrator
Washington State Library
206-753-4027
November 2, 1979

WEST VIRGINIA

Name of Agency

West Virginia Dept. of Culture & History
Archives & History Division
Science & Cultural Center
Charleston, WV 25305

Legal Authority

W.Va. Code Title 29 Chapter 1 Section 5
This citation provides that the Archives & History Dept. will operate and maintain a state library for the preservation of all public records, etc. The division was required by law to distribute state government publications to the state's College and University Libraries from 1953 to 1972. Although the legal requirement was removed in 1972, the Division continued to distribute state documents until 1977. Recently, the Division announced its intention to resume the distribution to college and university libraries effective July 1, 1979.

Place in State and Parent Organization

West Virginia Dept. of Culture & History
Archives & History Division

Staff

Rodney Pyles, Director, Archives & History Division
Carol Warner, Library Assistant

Powers & Duties

Documents are solicited from state departments and agencies, a quarterly checklist is prepared of those documents received, documents are distributed to 12 state college & university libraries.

Depository Libraries

Archives & History Library only official depository. A WVLA Task force on State Government Publications has just completed a survey to determine location and extent of other state documents collections.

Major Problems of Program

Lack of effective legislation prevents Archives from obtaining all state publications. Lack of staff and money prohibits effective distribution program.

WEST VIRGINIA

Hopes for the Future

The College & University section and Public Library section of the West Virginia Library Association have formed a Joint Task Force on State Government Publications. The task force is studying the possibility of proposing legislation to create a formal system of collecting all West Virginia Government Publications and distributing them to college, university and public libraries.

WISCONSIN

1. NAME OF AGENCY

A. Depository deistribution: Reference and Loan Library
B. Listing of state documents: State Historical Society Library

2. LEGAL AUTHORITY

A. Depository program began in 1901 identifying the state library agency as responsible for designating libraries to serve as depositories. Responsibility for actual distribution was unclear; however, Reference and Loan library has assumed this function. Currently legislation is pending to more clearly describe the depository program. It will define public document, create a public document advisory council, and will identify this library as responsible for distribution. These provisions will be included in Chapter 35 of the Wisconsin Statutes which deals with public printing. Current statutory references are found in many different sections with the main reference in s. 43.05(7).
B. Reference to the preparation of the state checklist is found in s. 44.06(5).

3. PLACE IN STATE AND PARENT ORGANIZATION

A. Department of Public Instruction
Division for Library Services
Bureau for Reference and Loan Services
B. State Historical Society
Library Division
Government Publications Section

4. STAFF

A. Kathy Schneider, Government Services Librarian, 608-266-1037
Leonard Tessen, Document Assistant, same
B. John A. Peters, Head, Government Publications Section, 608-262-4347
Alice Aldermann, Assistant Document Librarian, same
Marcia Nettesheim, Document Cataloguer, same

5. POWERS AND DUTIES

A Documents are sent by the individual state agencies to the Reference and Loan library for distribution. In some cases agencies distribute material directly to depositories. Document shipments are dispatched at least once a month.
B. Agencies are required to send three copies of each publication to the State Historical Society library where they are catalogued and listed in the monthly checklist, Wisconsin Public Documents.

6. DEPOSITORY LIBRARIES

There are three levels of depositories: Historical depositories with the definitive collections - State Historical Society Library, Legislative Reference Bureau; Regional depositories - 10 public and academic libraries including the Reference and Loan Library; Selective depositories - 46 public, academic, technical school libraries.
Presently have informal guidelines included in a Manual for Depository Libraries. Formal rules will be issued after pending legislation passes which will include a required core collection and a minimum percentage for selection. Present guidelines identify retention of ten years for regionals, five years for selective depositories, a two week turn-around time for public availability, and requirement that one staff memeber be assigned as responsible for the document collection.
Selective depositories have selected items from a list prepared by Reference and Loan; however, although selections can be amended at any time, the selection list has not been revised since 1976.

7. DOCUMENTS DISTRIBUTED

Records on documents distributed began being kept in 1974 when a shipment list was prepared for the first time. In 1978 fourteen shipments were made with a total of 582 titles distributed. We do not distribute to non-depository libraries.

8. EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Exchange programs are handled by the State Historical Society and the State Law Library. Pending legislation includes provision for regular distribution to the Library of Congress and the Center for Research Libraries.

9. DISSEMINATION OF CATALOGUING DATA

Inputting state documents in OCLC is the"Unoffical" responsibility of the State Historical Society. The monthly checklist includes full cataloguing information with the classification numbers assigned according to their scheme. This is the closest we have to an official classification scheme with almost one third of the depositories using it. As of January 1979, monthly lists of agency entries established are being distributed. Plans for compiling an agency authority file are in process.

10. MICROFORMS

none at the present time

11. STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Presently agencies must provide three copies of each publication to both the Historical Society and to the Legislative Reference Bureau as well as "as many copies as needed" for depository distribution. Under the pending legislation agencies would be required to submit each biennium a report describing their procedures for handling distribution requirements and identifying a contact person. Shipment lists will be supplied to the contact. Agencies will also be represented on the document advisory council.

12. CURRENT CHECKLIST

Wisconsin Public Documents, issued monthly, cumulated annually, is prepared by the State Historical Society. It is arranged by issuing agency, includes full cataloguing information, and is distributed free. The annual cumulation has a title and author index.
A separate shipment list is prepared by the Reference and Loan library and distributed to depositories; however, items distributed to depositories are so indicated in WPD.

13 PUBLICATIONS OTHER THAN CHECKLIST

Manual for Wisconsin Depository Libraries, Reference and Loan Library
Organizing Wisconsin Public Documents, Alice Aldermann, Historical Society
Do you know what your government is doing?, promotional brochure, Reference and Loan library
Depository Memorandum, irregular newsletter for depositories, Reference and Loan library
there have also been various articles in the Wisconsin Library Bulletin

14 BUDGET

no distinct budget identity

15 OUTSTANDING FEATURES OF PROGRAM

Any outstanding or potentially outstanding features are dependent on pending legislation. Presently the most significant strength of the program is the relationship we have established with the agency printing people. During the process of developing our legislation we worked very closely with the agencies and had agency representatives on the advisory committee. This has resulted in increased cooperation from the agencies even though the proposal have not yet become law.

16. MAJOR PROBLEMS OF PROGRAM

Division of responsibilities between Reference and Loan and the State Historical Society. Although in some cases this has been beneficial, it is sometimes difficult to maintain steady communication between the two agencies which are quite separated physically as well as organizationally.

17 CURRENT PROJECTS BEING EMPHASIZED

Major project is the legislation described above which has been in process since 1975. Currently are waiting for the legislature to schedule a public hearing on the bill. Other projects are the formation of a documents group in the state library association and the preparation of an authority file.

18. WORKSHOPS, SPECIAL PROGRAMS

We attempt to have an annual workshop for depositories each summer at the Historical Society sponsored cooperatively by the two agencies. Topics have generally focused on organization of document collections and promoting patron awareness of state documents. Individual depositories have also held workshops within their own communities.

19 COUNCILS OR ADVISORY BODIES

Since 1975 have had an advisory committee on the Wisconsin document depository program to develop our legislative package. This included representatives from the depository libraries, state agencies, the state library association, State Historical Society, Legislative Reference Bureau, and the Reference and Loan Library. Other duties of the committee were to develop a certificate of depository designation and to develop rules or criteria for designating a library as a depository. Following the passage of the legislation there will be a public document advisory council with similar duties and composition.

20. HOPES FOR THE FUTURE

Implementation of a new depository law!!

completed by:
Kathy Schneider
Government Services Librarian
3030 Darbo Drive
Madison, Wisconsin 53714
608/266-1057
June 6, 1979

APPENDIX

Sample cover-letter sent to committee members, March 31, for their use in contacting the states. Letter was typed low on the page so that letterhead could be superimposed and inside address could be added.

MTL

The State and Local Documents Task Force of ALA's GODORT would like to collect and publish current information on state documents depository programs and publications. The emphasis is on what your state is doing in the state documents area, as opposed to what your library does. Our prototype is the ASLA Report on State Library Agencies. We would like to reproduce your reply without retyping or editing. Instructions and the survey questionnaire are attached.

Try to tell all you can about the state documents activities in your state, and do not be inhibited by the headings or the queries under them. If your state does not have a full-fledged depository system, or a substantial checklist, please use your ingenuity to fit the description of your situation into the report. We do not expect to get data from which comparisons or statistics can be drawn. The unusual or variant answers will, we believe, be the most useful. At the same time, we would like to impose a little formality on the replies so that whatever information is common to several states can be easily located.

We can begin the identification of "a locus of responsibility for collecting and cataloging (each) state's documents," as recommended by the ALA/GODORT Ad Hoc Committee to Study Government Documents at the Library of Congress if you will give particular attention to including this information. See the underlined items in the questionnaire.

Thanks for your cooperation. We'll send you a copy of the survey when it is published.

Sincerely,

State Documents Survey Instructions

1. Please type on 8½ x 11 bond paper and leave a 1½" left margin. Use an IBM elite type ball, if possible. Please submit "camera-ready" copy.

2. Type the name of your state, centered and in capital letters, at the top of each page of your response.

3. Follow the headings on the Survey questionnaire, and write either sentences or notes under each heading, answering as many questions as feasible. Be flexible, and if question asks for volumes when you count only titles, report on titles.

4. Return your completed report by May 10 to

Margaret T. Lane
P. O. Box 3335
Baton Rouge, LA 70821

Again, thank you for your cooperation.

GUIDELINES FOR MINIMUM STATE SERVICING OF STATE DOCUMENTS
Approved by ALA Executive Board and ALA Council, January 1975

1. In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depository should be adequately defined and determined in legislation.

2. The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.

3. The appropriate state agency should be prepared to exchange documents with other states, or at least to have an adequate supply of copies available to meet out-of-state requests. What is an adequate supply will depend on the nature of the document and its potential interest to persons in other states.

4. The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications.

4a. Such lists should appear at least quarterly.

5. The appropriate state agency should deposit at least one copy of all its state publications with the Library of Congress, and send at least one copy to an additional designated national depository, if and when one is created.

6. The appropriate state agency should maintain and have available for distribution an authority list of state agencies.

7. In the appropriate state agency at least one professional person (full time or equivalent) should be assigned to the state documents function, and that person should have adequate supportive staff.

Other Guidelines: Checklists (Documents to the People, 5:66-69 (1977); Inputting into Data Bases, DttP 6:82 (1978); Legislation, DttP 6:208 (1978)

STATE PUBLICATIONS
DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

NAME OF AGENCY

Give name and address of state documents unit, or units, involved in depository distribution, cataloging and listing of state documents on a statewide basis.

LEGAL AUTHORITY

Give both code citation and session law citations. Give date when program began if substantially different from time law was enacted. Summarize law briefly.

PLACE IN STATE AND PARENT ORGANIZATION

Give the highest relevant element in the hierarchy (usually a library agency), and descending elements down to the state documents unit.

STAFF

State documents people only. Give names, titles and telephone numbers. Indicate full-time equivalencies (FTE) and professional and non-professional status.

POWERS AND DUTIES

Explain the program carried out at the state level for depository distribution, checklist preparation, cataloging, microreproduction, etc. for the documents of your state.

DEPOSITORY LIBRARIES

Indicate types of libraries (college, public, etc., and how many of each). Indicate kinds of depositories (full, partial, etc., and how many of each.) Discuss regulations for depositories (formal or informal); basic list or core collection requirements; how depositories select, etc. Which libraries have the definitive, official collections for the state?

DOCUMENTS DISTRIBUTED

For most recent year available (indicate year chosen) give number of different pieces distributed, number of titles distributed, % of known documents distributed. Discuss distribution to non-depository libraries within the state.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

How many titles, and how many copies of each are available for exchange? What publications are sent to LC and Center for Research Libraries? How do out-of-state libraries request individual titles?

DISSEMINATION OF CATALOGING DATA

Is cataloging data for your state documents included in any data base? If so, which one? Is responsibility for inputting into the data base officially centralized? Does your state have a state agency authority file? Is it published; if so, give availability data. Is there an official classification scheme? If so, give availability data.

MICROFORMS

What state documents of your state are in microformat? What format, availability? Are state documents distributed to depositories in microformat? Which titles and what percentage of total distribution? What format, how available to others, etc.?

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

How many copies of publications do state agencies furnish? Do state agencies appoint a publications record officer? Are lists of publications or mailing lists supplied?

CURRENT CHECKLIST

Title, dates covered, frequency, ISSN, price and issuing agency. Give latest number issued and number of titles included. Explain arrangement, special features and method of production. Do you have a separate shipping list?

PUBLICATIONS OTHER THAN THE CHECKLIST

Include any bibliographic items not in Palic's Guide.* Cite your newsletter, if any, or a regular documents column, and any journal articles about your program.

*Palic, Valdimir M. Government Publications: A Guide to Bibliographic Tools. 4th ed. Washington, D.C.: Library of Congress, 1975.

BUDGET

Indicate year and activities and functions covered with as much detail as is available.

OUTSTANDING FEATURES OF PROGRAM

What are the special strengths of your program.

MAJOR PROBLEMS OF PROGRAM

This should be interesting. Do you meet ALA and Task Force Guidelines?

CURRENT PROJECTS BEING EMPHASIZED

Give as much detail as possible. Include mention of proposed legislation.

WORKSHOPS, SPECIAL PROGRAMS

When, where, topics covered or to be covered.

COUNCILS OR ADVISORY BOARDS

Do you have an advisory group for your program? Give name, composition, duties, etc.

HOPES FOR THE FUTURE

Put anything you like here.

Completed by --
Name:
Title:
Address:
Telephone number: (WATS line?)
Date: